FY2014 Food Aid
Proposal Guidance

<u>Annex V</u>

FAIS Proposal Entry Instructions

Food Assistance Division
Office of Capacity Building and Development
Foreign Agricultural Service
U.S. Department of Agriculture

How to Use this Guide

This document provides applicants to the U.S. Department of Agriculture (USDA) Foreign Agricultural Service's (FAS) two food assistance programs (Food for Progress and the McGovern-Dole Program) with specific guidance for entering application content into the Food Aid Information System (FAIS). All proposal applications must be entered into FAIS, and FAS recommends that applicants draft their applications directly in the system.

For ease of use, this document has been laid out in the same sequence as the FAIS proposal module, so that applicants can reference this guide while entering their proposals into FAIS. Specifically, FAIS requires applicants to register their organization, assign roles to their staff in FAIS and complete five sections in order to submit a complete proposal: (1) Proposal Summary, (2) Introduction, (3) Results, (4) Commodity, and (5) PVO Budget. This document is also structured into these five sections.

FAIS URLs:

Public Site:	www.fas.usda.gov/fais/public
Log-in Page (user account required):	www.fas.usda.gov/fais/webapp

For questions on FAIS, please contact any of the following people:

Nicola Sakhleh, Food for Progress, Branch Chief………………………………….. (202) 720-4228
Debra Pfaff, McGovern-Dole Program, Branch Chief ………………………….. (202) 720-9434
Johanne Alerte-Reyes, Program Analyst………………………………………….. (202) 720-6334

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HOW TO REGISTER FOR FAIS

Register for a USDA EAuthentication Account

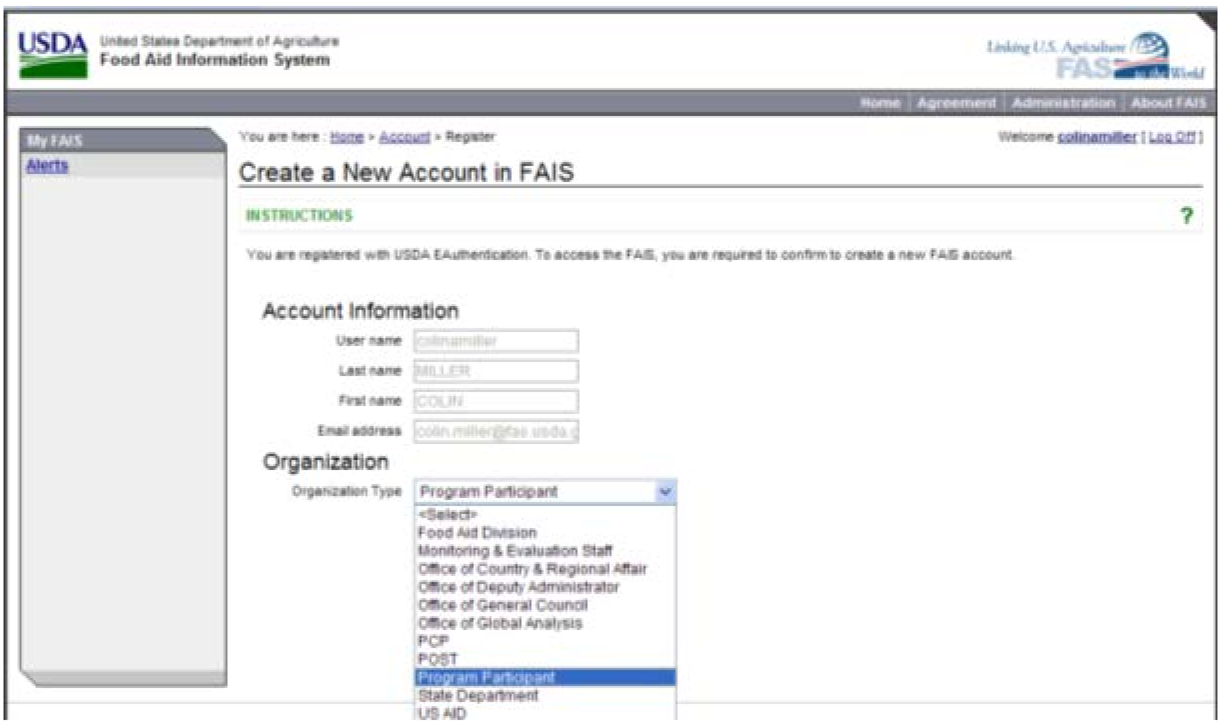
All FAIS users must have a USDA eAuthentication (eAuth) account in order to register. Program Participants only require a Level 1 account to access FAIS. To set up an eAuth account, please access the eAuth website and follow the onscreen instructions: http://www.eauth.egov.usda.gov/.

Register Your Organization with USDA

Once you have your e-authentication account you may register your organization with USDA in FAIS. When creating a new account in FAIS (see next step), you must associate yourself with a registered organization. In order to register your organization, follow the instructions under the "How to Use FAIS" heading on the FAIS homepage: http://www.fas.usda.gov/fais/public. Please note that your organization is already registered if you have applied for a USDA food aid grant through the previous FADS proposal entry module.

Create a New Account in FAIS

Once your organization is registered, go to https://www.fas.usda.gov/fais/webapp/ where you will be prompted to sign in using your eAuth account the first time you visit the FAIS webpage. After signing in through the eAuth, you will be directed to create a new account. (See screenshot below.) Follow the onscreen instructions to create your account. After registering, you must wait for a system administrator to activate your account before you can begin to use FAIS. You will be notified by email when your account has been activated. If your account has not been activated within a week, contact Johanne Alerte-Reyes.



User Roles and Profiles in FAIS

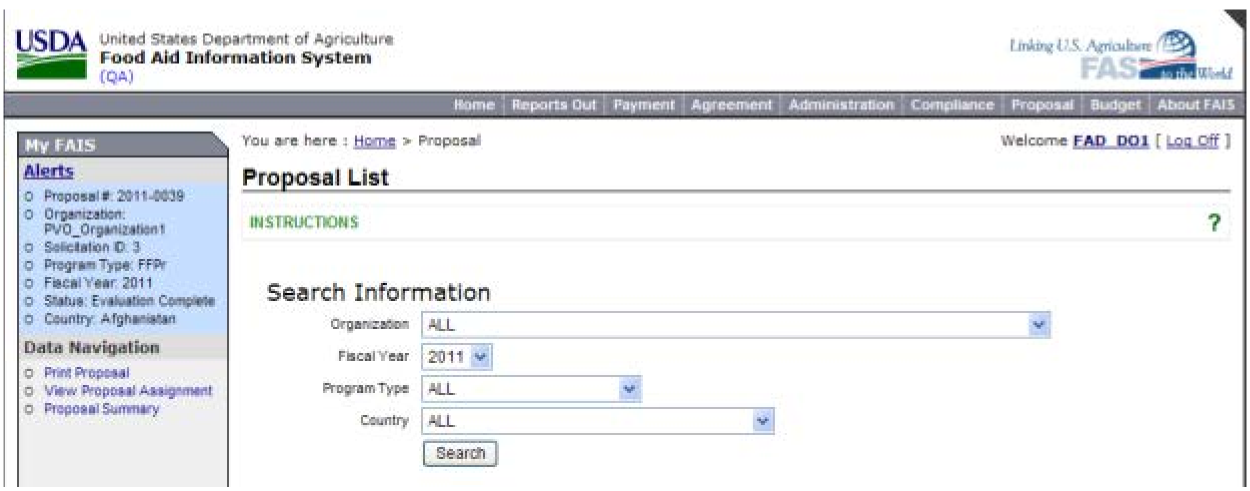
When setting up an account in FAIS, new users must be designated as either Administrative or Non-Administrative Users. Administrative users will maintain the profiles of all your organizations users and maintain the user accounts. Administrative users can activate user accounts, grant permissions (assign roles) to other users, and disable user accounts. It is the responsibility of the Administrative User for the organization to ensure that roles are properly assigned and those users are deleted (unregistered) as they leave the organization. Non-administrative users can request certain roles, which must be approved later by an Administrative person in their organization and edit their own profile data.

HOW TO CREATE A PROPOSAL

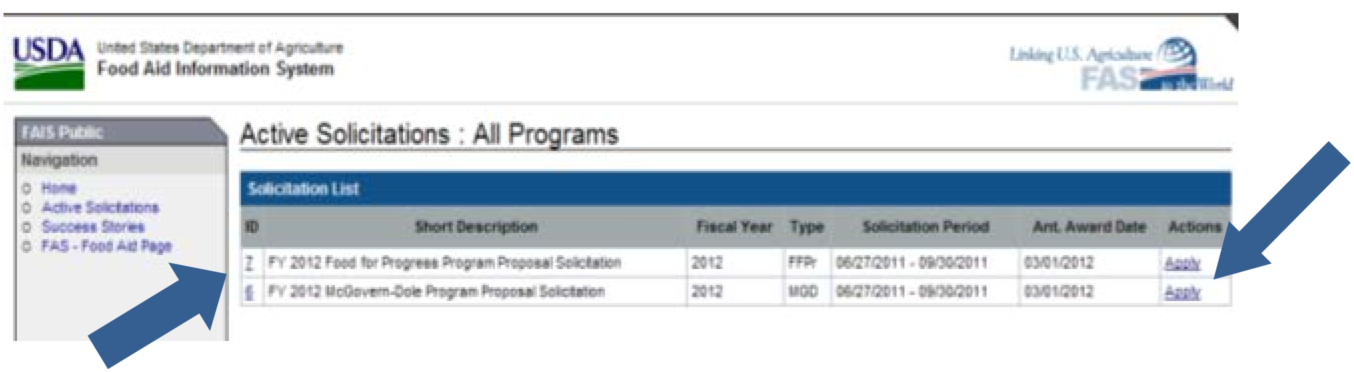
This section explains all of the steps necessary to create a proposal in FAIS up to the point of actually entering proposal content. This section will explain how to initiate a proposal, how to assign contact information, types of users in FAIS, how to assign these user roles, and how to delegate roles to other users.

How to Initiate a Proposal

To initiate a proposal, applicants must select an active solicitation on the FAIS website: http://www.fas.usda.gov/fais/public/FoodAid. (See screenshot below.) Please note that only the Program Participant Director can decide to create a proposal response to the solicitation.

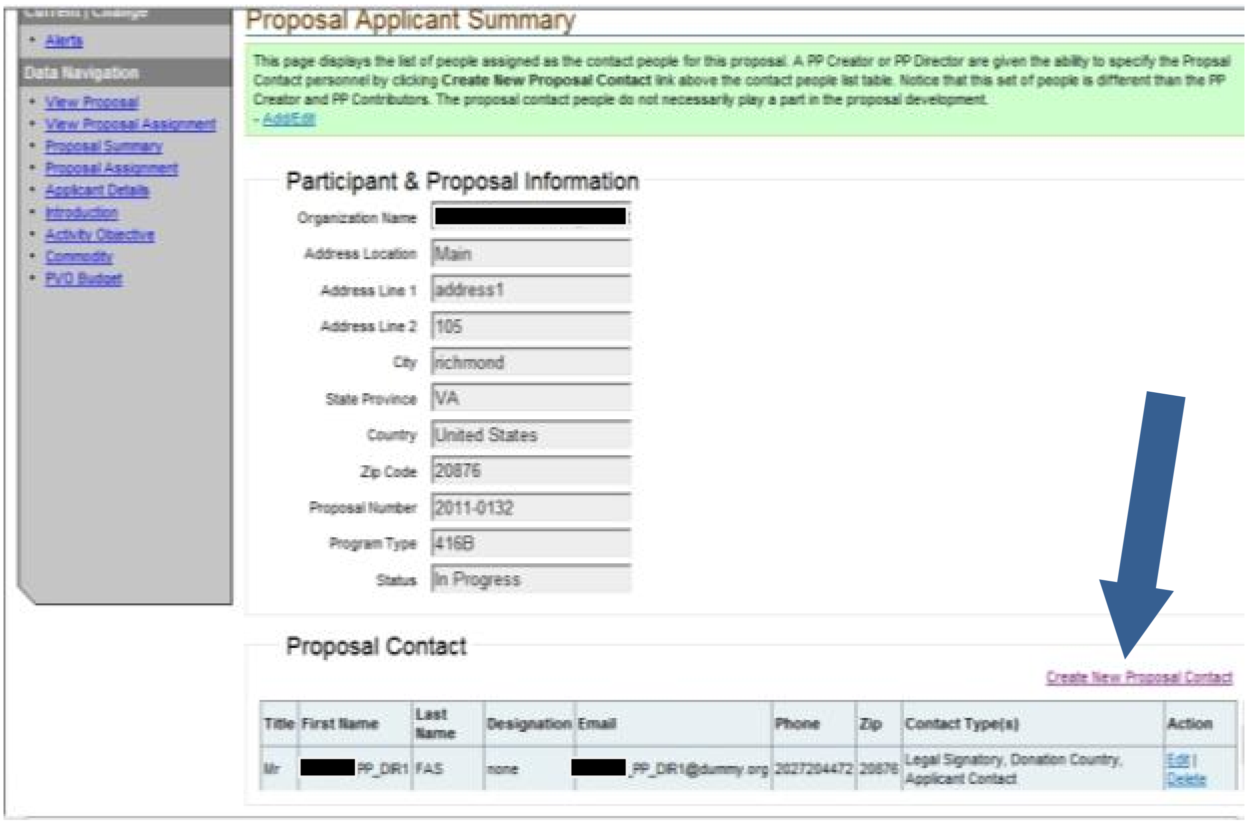


Select the ID number to see the Solicitation for the Program for which you plan to submit a proposal. Select "Apply" to start your application in the FAIS system.



How to Assign Contact Information

In order to assign contact information to your proposal, click the "Applicant Details" link on the "My FAIS" gray navigation pane on the left hand side of the screen. This will lead you to the screenshot below. Your organization's general contact information will prepopulate. To add individual contacts, click the "Create New Proposal Contact" link, as indicated by the blue arrow in the screenshot. Fill out the information prompted in the screen that appears. When you save a contact, it will appear in the Proposal Contact table shown in the screenshot.



Note that every proposal must have a contact designated to each of the following contact types. One person may be assigned as multiple contact types.

- **US-based contact:** Person in the US to contact for following up on this proposal
- **Organization Headquarters Contact:** Person in the organization HQ for proposal follow up
- **Legal Signatory Contact:** Person who can legally sign documents related to the proposal
- **Applicant Contact:** Person to contact for technical questions regarding the proposal
- **In-Country Contact:** Person to contact in the country where the project will be carried out

The Program Participant Director can assign contacts that are not registered in FAIS. By entering a contact in this section, FAIS will automatically register them. If the contact is already registered in FAIS, FAIS will identify this by the email address entered in the proposal contact information.

Types of Users in FAIS

While the contact designations explain a person's role within their own organization, there are also roles which designate the person's role within the FAIS system. There are three types of Program Participant (PP) users that organizations can designate in a FAIS proposal.

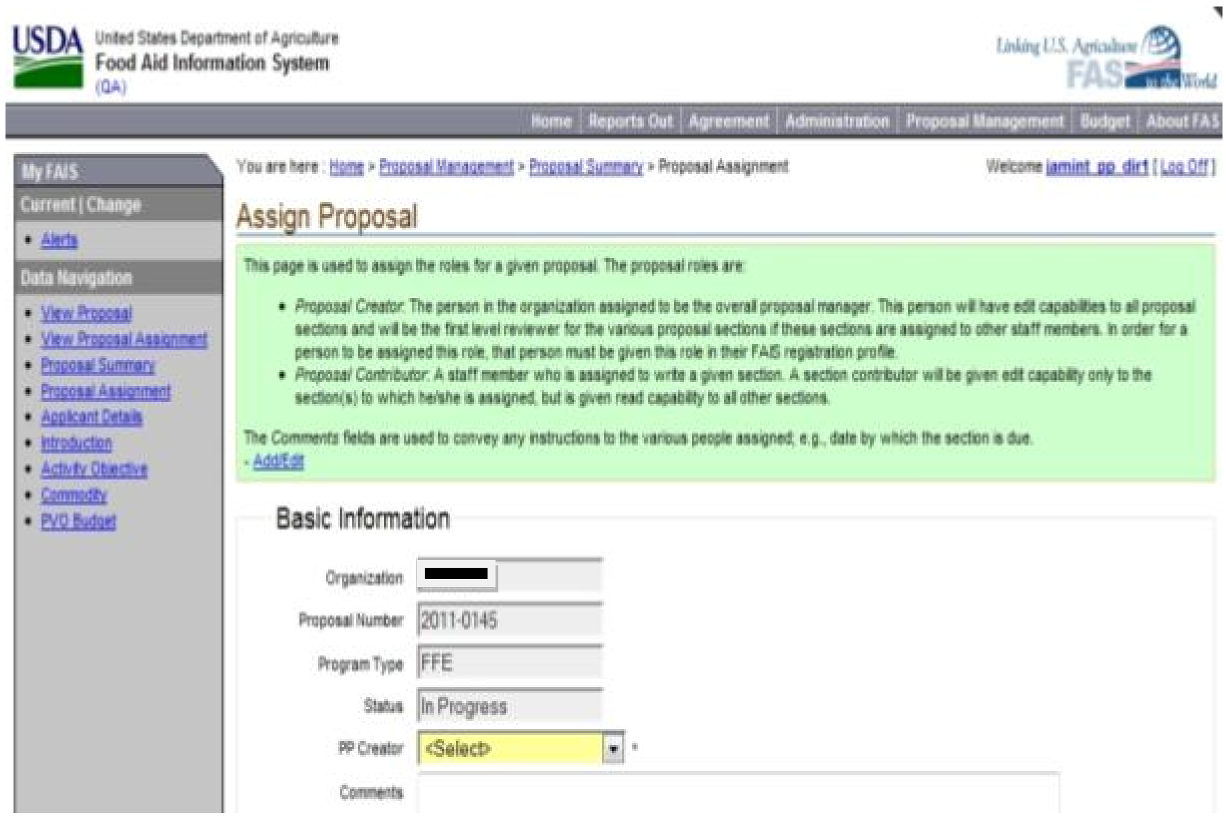
- **Program Participant Director:** creates an organization's proposal in FAIS. The PP Director's roles include: creating a proposal; assigning a PP Creator; assigning PP Contributors to work on proposal sections; and approving and submitting a final proposal.
- **Program Participant Creator**: manages the development of a proposal. The PP Creator's roles include: assigning PP Contributors to work on proposal sections and reviewing a proposal before submission to the PP Director.
- **Program Participant Contributor**: works on specific proposal sections, as assigned by the PP Director and PP Creator.

An applicant does not need to designate all three roles in a proposal. The Program Participant Director can designate him/herself as a Creator or Contributor if desired, and Program Participant Directors and Creators can work on proposal sections, in the same way as a Contributor. Additionally, an organization may have more than one person in the same role. It is the responsibility of the PP Admin for the organization to ensure that roles are properly assigned, and that users are deleted (e.g. unregistered) as they leave the organization

For information on how to assign user roles, please see the next section, on page 10.

How to Assign User Roles in a Proposal

In order to assign user roles in a new proposal, the PP Director (who creates the proposal in FAIS) should click the "Proposal Assignment" link in the "My FAIS" gray navigation pane on the left hand side of the screen. The PP Director should assign a PP Creator, using the dropdown menu seen in the screenshot below. This dropdown menu automatically populate with the contacts entered previously.

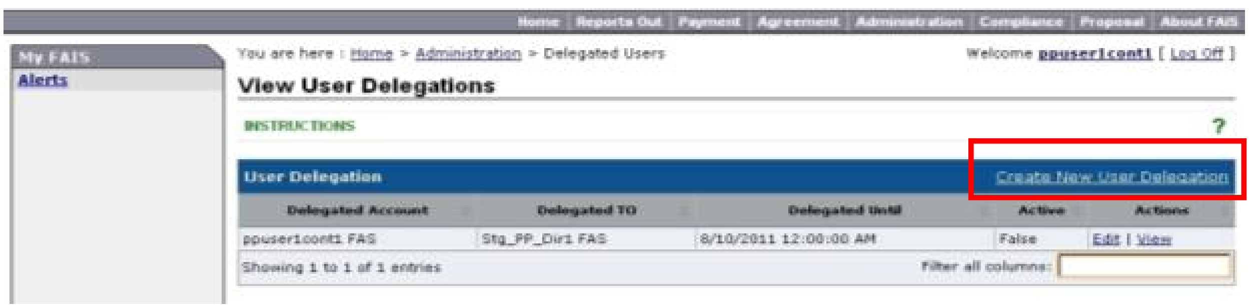


To assign PP Contributors to specific sections, scroll down the page, until you see the table in the screenshot below. In this section, you can assign PP Contributors to specific proposal sections. These dropdown menus will populate with the contacts entered previously.

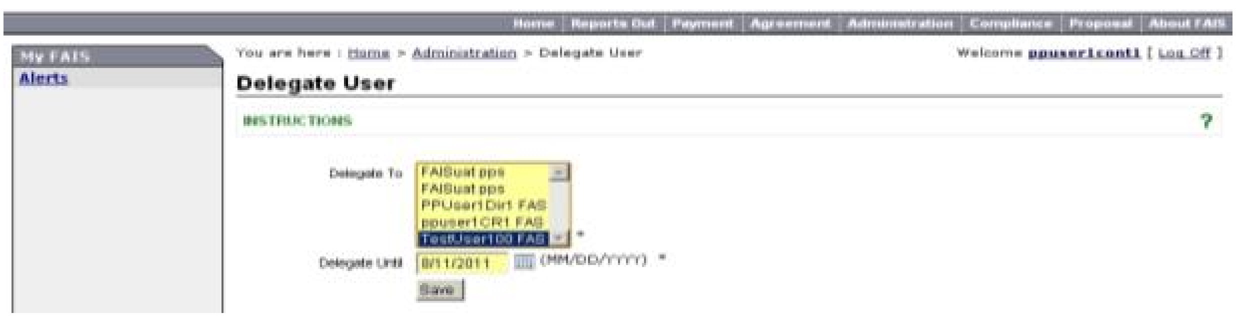
User Delegation

A FAIS user can delegate his/her responsibilities to any user in his/her organization. The delegating user can terminate the delegation when necessary. To set up user delegation, select “Participant User Details” from the “Administration” tab on the menu bar at the top of the screen. Then select the “User Delegation” link on the gray “My FAIS” menu on the left hand side of the screen.

Next, click the “Create New User Delegation” link,



Then select the user to whom you want to delegate your duties.

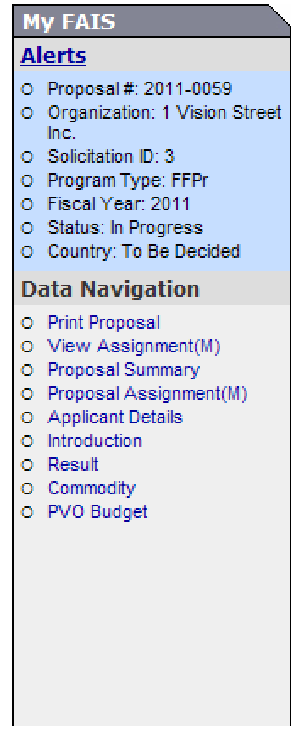


When the delegated user logs in, he/she will now be able to choose whether they are logged in as him/herself or on behalf of the delegating user.

OVERVIEW OF PROPOSAL SECTIONS

Applicants must enter their proposals in five sections in FAIS:

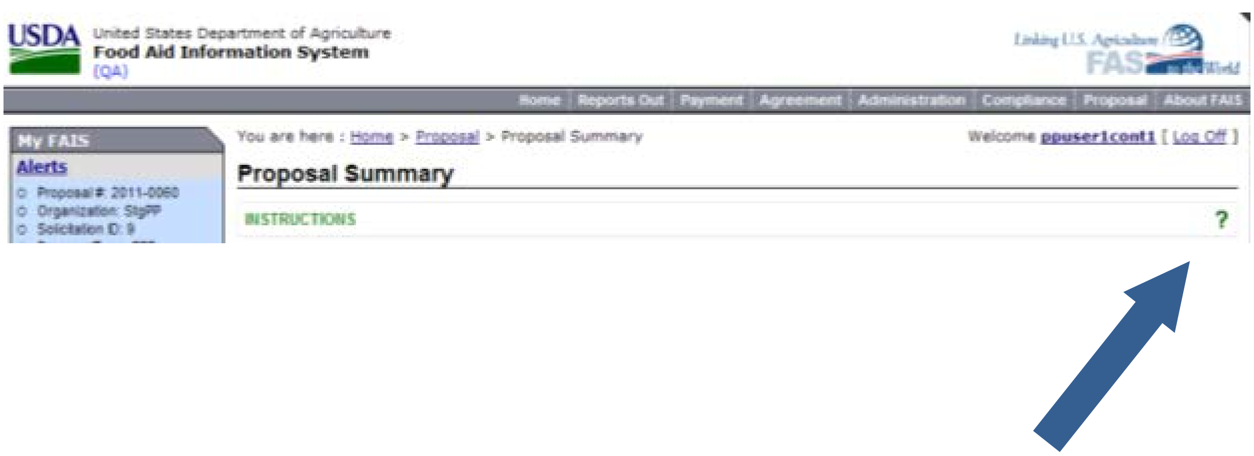
- **Proposal Summary**
- **Introduction**
- **Results**[*]
- **Commodity**[*]
- **PVO Budget**



Applicants can navigate amongst these sections by using the “My FAIS” gray navigation pane on the left hand side of the FAIS window. (The navigation pane is pictured in the screenshot at the right.)

Every section in FAIS consists of several tabs that are used to navigate throughout the section. Every section contains a summary tab, which contains basic information and sections status. This tab is where you can submit the entire section for review. Each section also contains other information tabs. The screens contained under these tabs allow you to enter information specific to that section and to attach additional documents.

Note that every section contains some additional instructions to help applicants enter content. These instructions also contain character limits for the text boxes in that section, if any exits. To access these instructions, click the questions mark, as in the screenshot below.

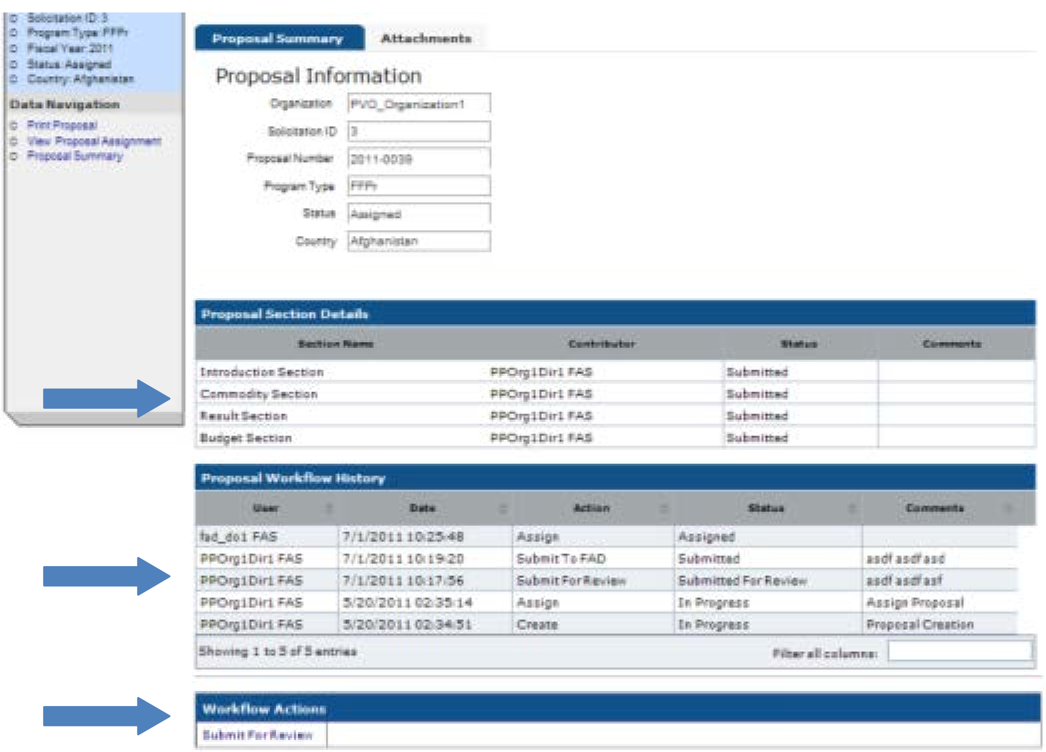


[*] Note that the Results and Commodity Sections in FAIS make up what USDA calls the “Plan of Operation” in its regulations. (See 7 CFR 1499.4 and 1599.4.)

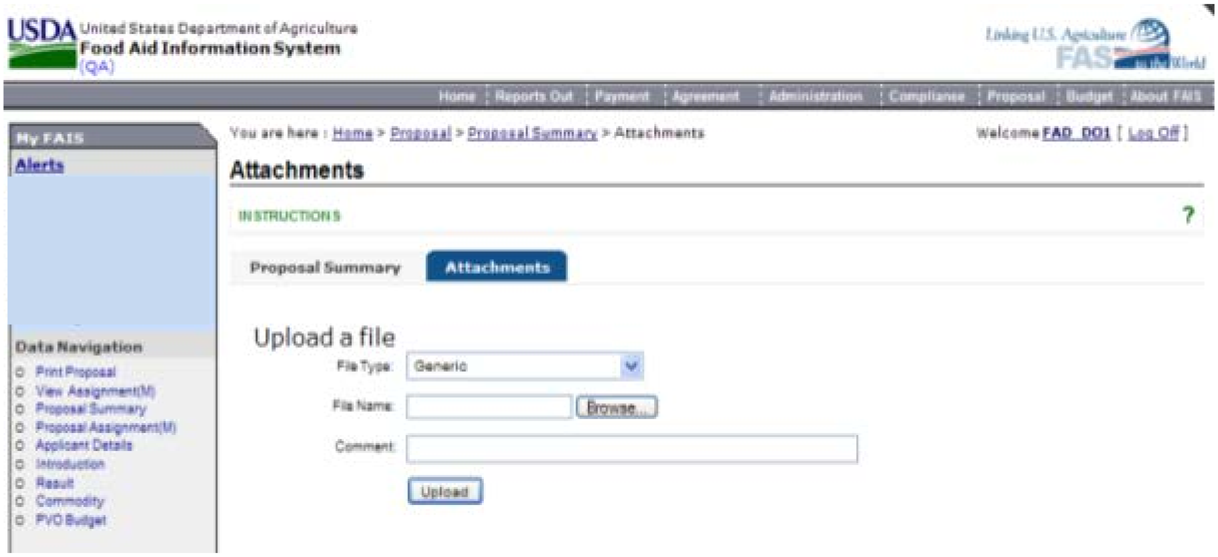
COMPLETING THE PROPOSAL SUMMARY

Proposal Summary Tab

Every proposal in FAIS contains a Proposal Summary Screen (see screenshot below). Applicants can access this screen by clicking the "Proposal Summary" link in the "My FAIS" gray navigation pane. This screen allows applicants to view the status of each section, view the proposal workflow history, and submit the proposal for review and submission by the PP Director. Please note that "submit for review" does not submit the proposal to USDA, it only submits the proposal to the PP Director for his/her review. This section is also where applicants must attach all required proposal attachments. See the next section (on page 14) for additional guidance on these attachments.



Attachments Tab



To access the Attachments subsection, click the Attachments tab at the top of the Proposal Summary window. (See the screenshot above.) Under this tab, applicants must upload the following required documents:

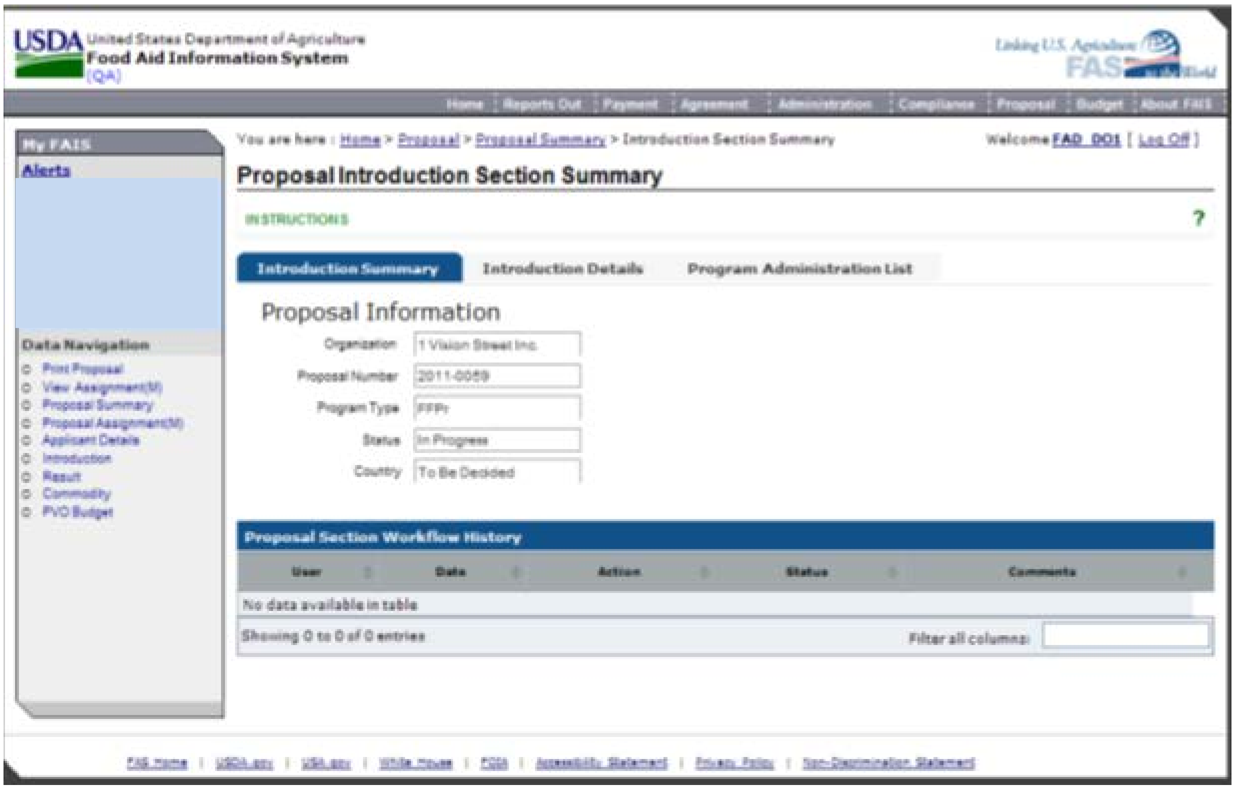
- **Project-level Framework**
- **Performance Monitoring Plan**
- **Evaluation Plan**
- **CV of Country Director or Chief of Party**
- **Past Performance Records**
- **Negotiated Indirect Cost Rate Agreement (NICRA)**
- **Most Recent Audited Financial Statement**
- **SF-424**
- **AD-3030**

Applicants may also attach Letters of Support under this tab, but it is not required.

All documents must be uploaded in PDF format. For specific guidance on what information to include in these attachments, please see the FY2014 Food Aid Proposal Guidance document.

COMPLETING THE INTRODUCTION

To complete the Introduction section, click the "Introduction" link on the gray "My FAIS" navigation pane. This will lead you to the Introduction section (see screenshot below), which is broken down into three subsections: Introduction Summary, Introduction Details, and Program Administration List. Applicants can navigate among these subsections by using the tabs at the top of the window (pictured below).

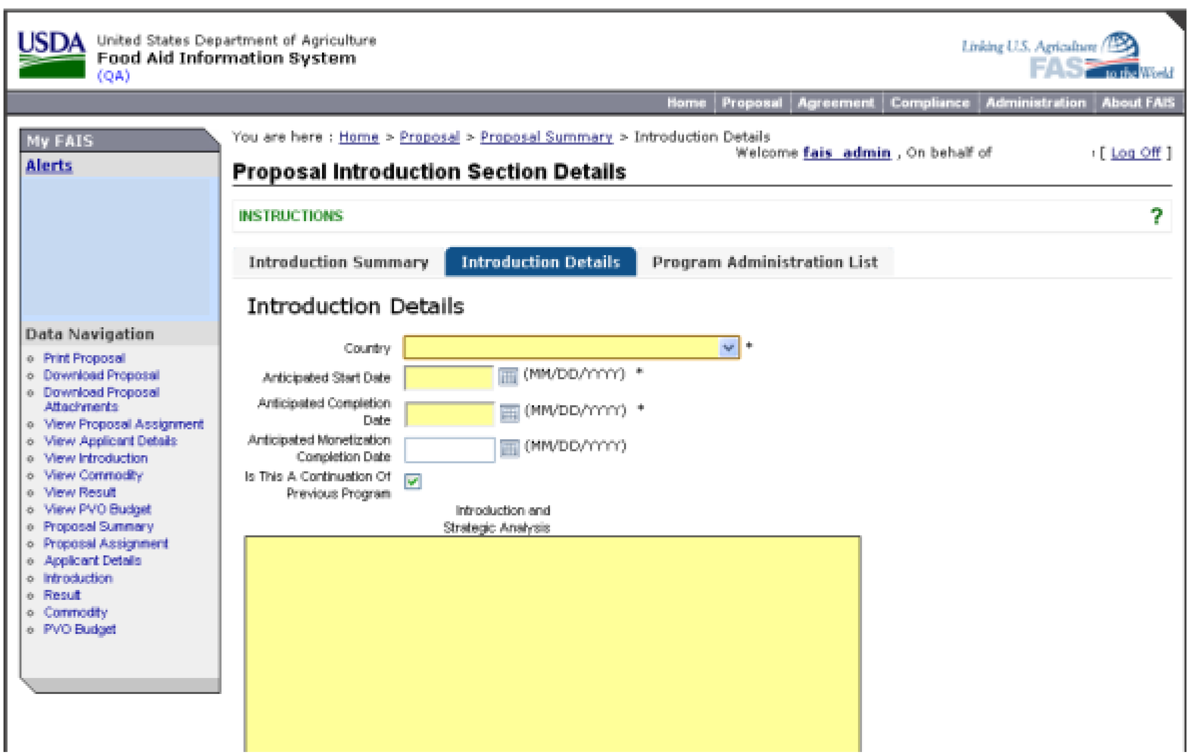


The Introduction Summary Tab

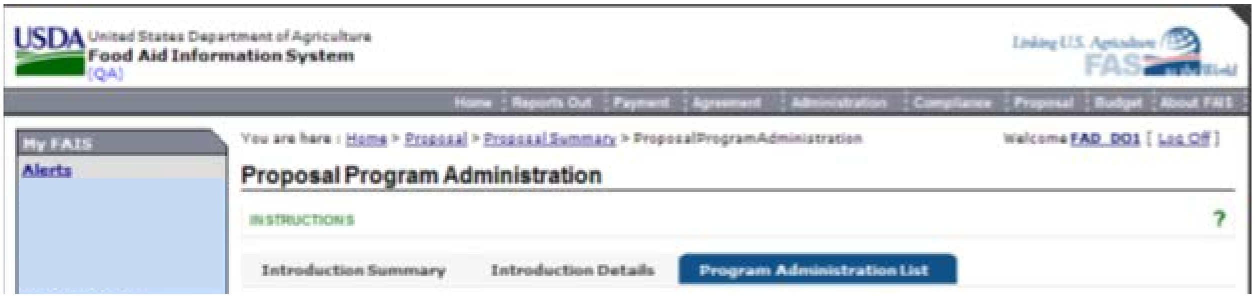
To view the Introduction Summary, click on the Introduction Summary tab on the top of the Introduction window. The introduction summary tab serves two purposes: it shows general proposal information and captures the workflow history for the introduction section (in the "Proposal Section Workflow History" table shown in the screenshot above). As applicants work on the introduction section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Introduction Summary subsection.

The Introduction Details Tab

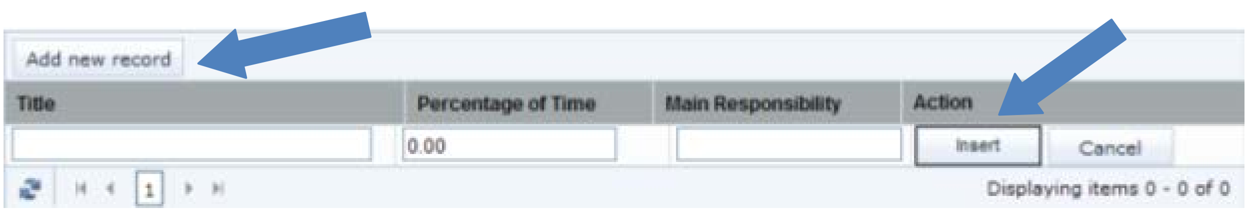
To begin completing the Introduction Details subsection, click the Introduction Details tab at the top of the Introduction window. (See the screenshot above.) Fill out the information boxes displayed in the window, including: Country, Anticipated Start Date, Anticipated Completion Date and Introduction and Strategic Analysis. (Please note that only boxes shaded yellow are required information.) In the Introduction and Strategic Analysis box, applicants should compose the narrative introduction and strategic analysis. Applicants should follow the program-specific guidance for what is required in the introduction and strategic analysis in the FY 2014 Food Aid Proposal Guidance document.



Program Administration List Tab



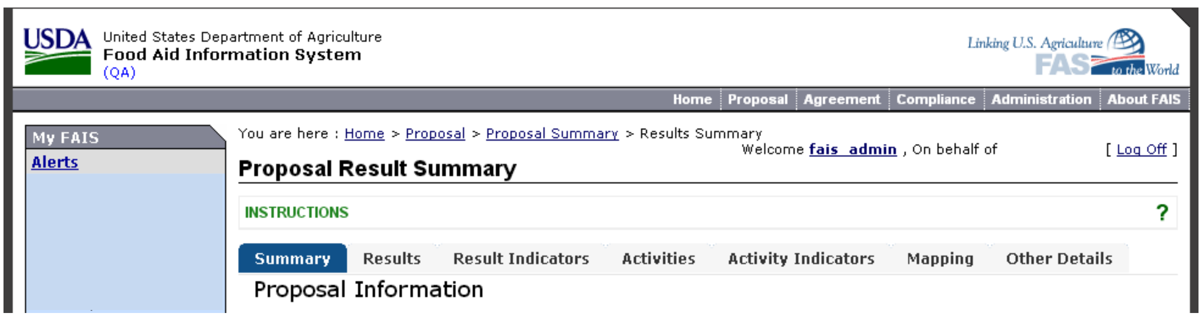
To begin completing the Program Administration List subsection, click the Program Administration List tab at the top of the Introduction window. (See the screenshot above.) Under this tab, applicants need to complete the Program Administration List, which will capture the personnel that the applicant organization will dedicate to work on the proposed program. To add personnel to the table, click the “Add new record” button (shown in the screenshot below), and enter the person’s title, the percentage of time he/she will dedicate to the program, and his/her main responsibility. Click the “Insert” button to save the information to the table. Be sure to enter all personnel that will work on the proposed program.



COMPLETING THE RESULT SECTION

To enter your proposal's results and activities, click the "Result" link on the gray "My FAIS" navigation pane. This will lead you to the Results section (see screenshot below), which is broken down into seven subsections: Summary, Results, Result Indicators, Activities, Activity Indicators, Mapping, and Other Details. Applicants can navigate amongst these subsections by using the tabs at the top of the window (pictured below).

In the Result section, applicants will enter the results their organization will achieve and the activities planned to achieve those results. Applicants will describe their activities, results, and indicators. They will also map the connection between the proposed results and activities.



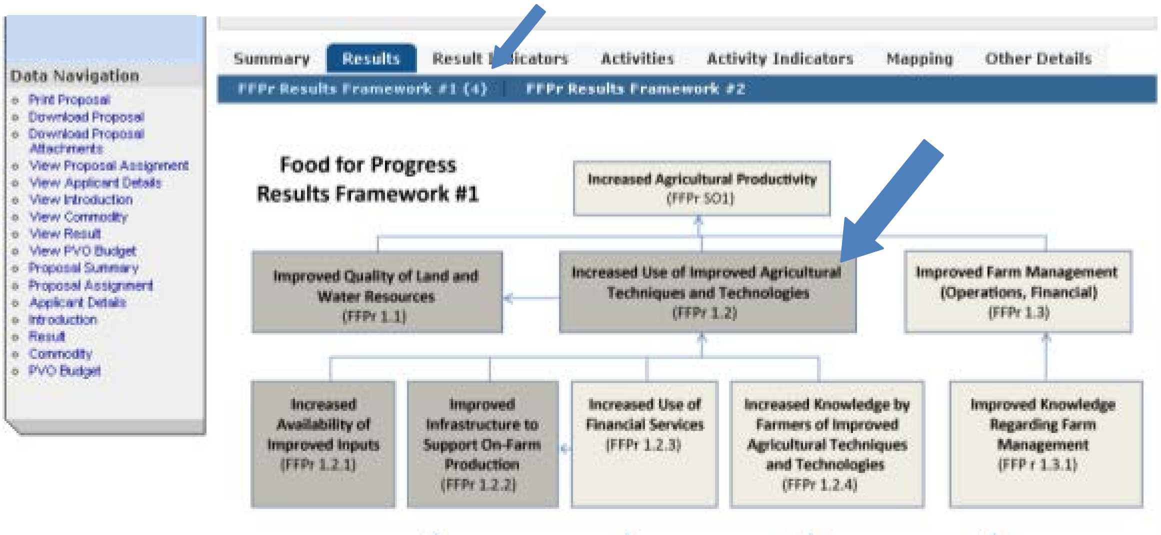
The Result Summary Tab

To view the Results Summary, click on the Results Summary tab on the top of the Results window. The Results Summary Tab serves two purposes: it shows general proposal information and captures the workflow history for the results section (in the "Proposal Section Workflow History" table shown in the screenshot above). As applicants work on the Results Section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Results Summary subsection.

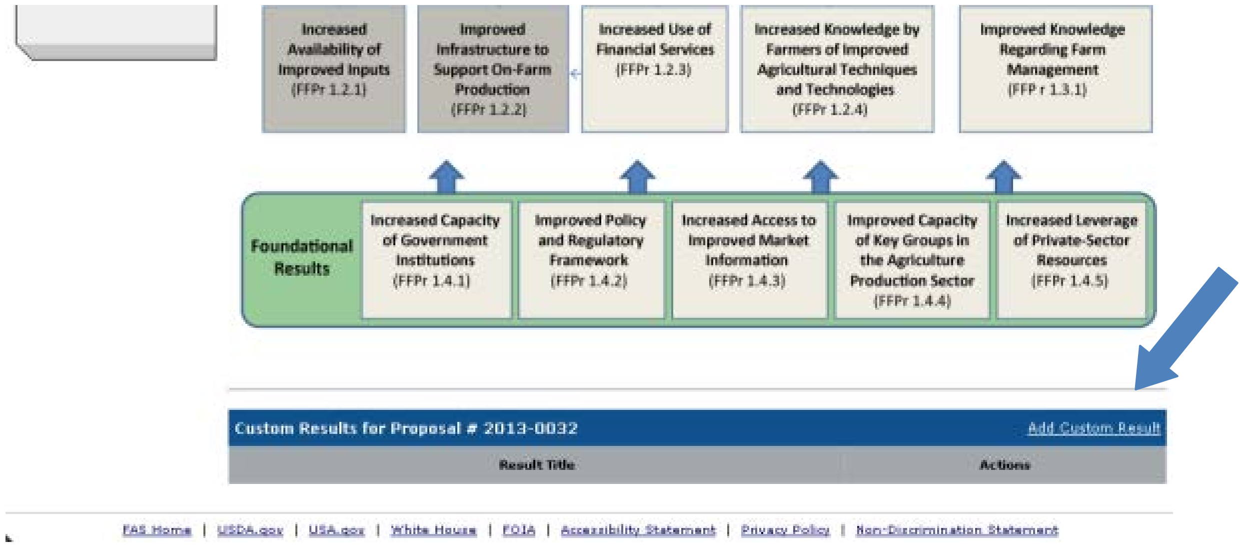
The Results Tab: Selecting Results

To begin completing the Results subsection, click the Results tab at the top of the Results window. The first of the two program results frameworks will be visible on the screen. To view the second program results framework, click on the link in the blue box to the Results Framework #2 and the second results framework will appear.

To select a result, simply click on the box with the result. Once selected, the box will by gray. To unselect a result, simply click on the box again and the box will be off-white. FAIS will also keep a count of the number of results selected for each framework and record this number in parenthesis next to the Results Framework #1 and #2 title.

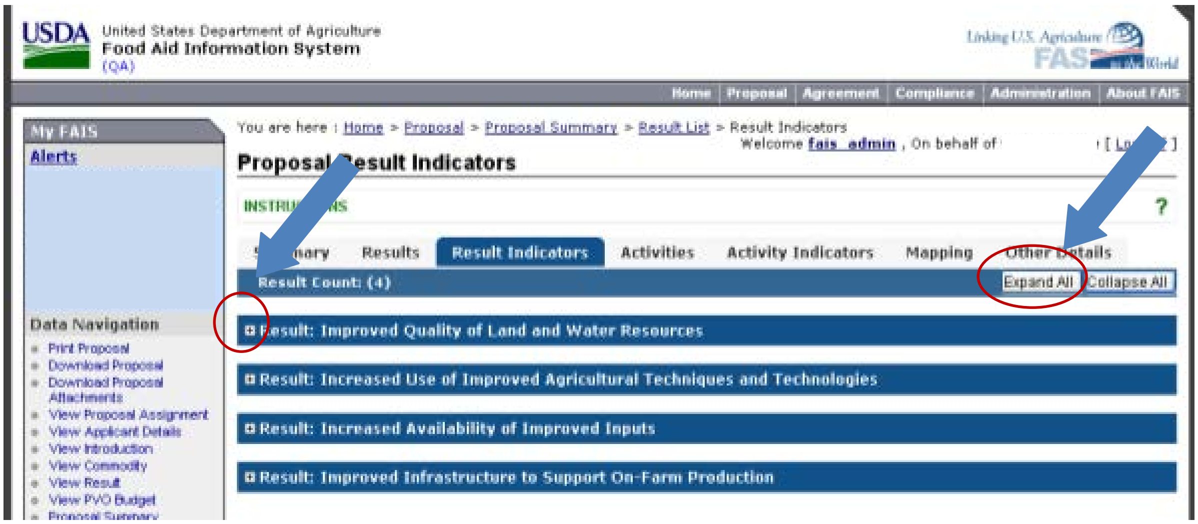


To add a result not found in FAS's program level frameworks, click "Add Custom Result" at the bottom of the screen.

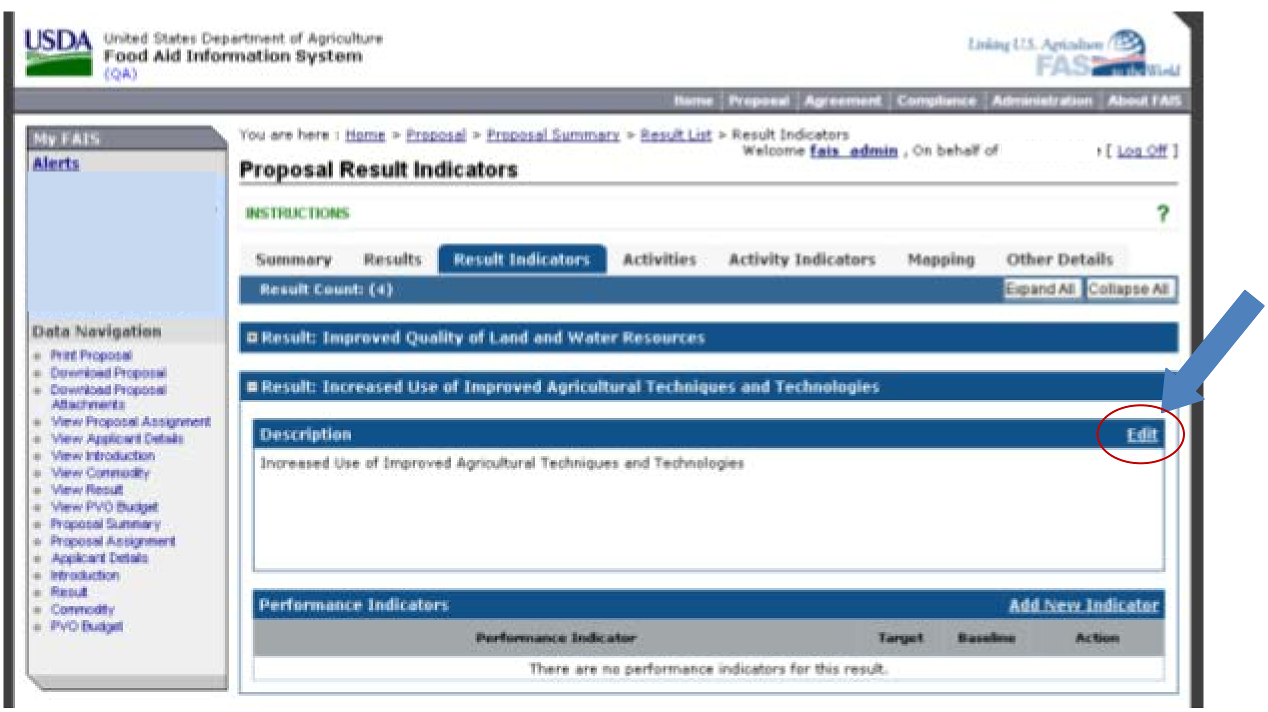


The Results Indicator Tab: Adding Performance Indicators

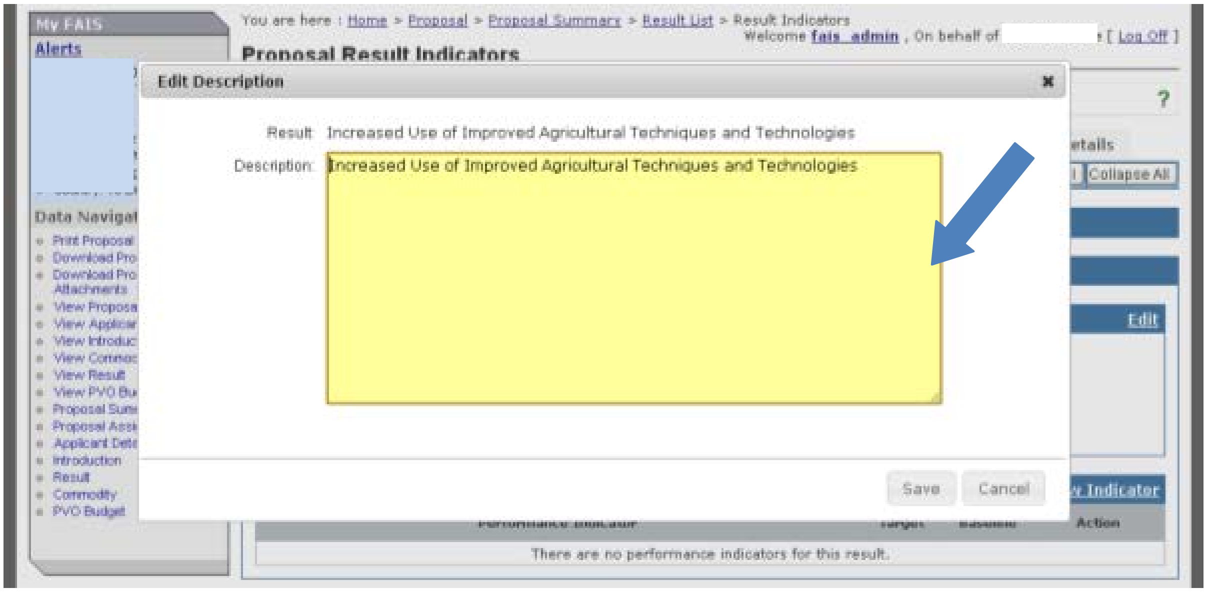
To add performance indicators to the selected results, click on the results indicator tab. All results that were selected in the Results Tab should appear as a list in the Results Indicator Tab. To add performance indicators to a specific result, click the plus symbol next to the Result title to expand the view. To expand all results, click on the “expand all” button.



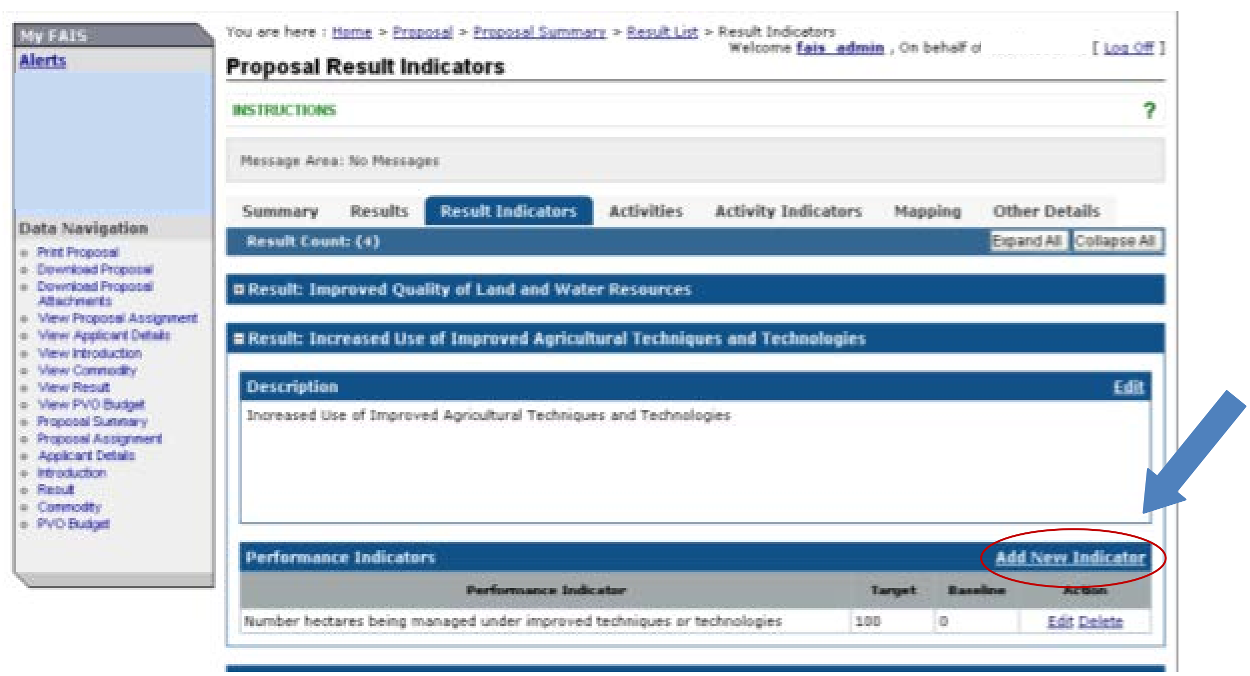
Once the result is expanded, click edit to enter the result description.



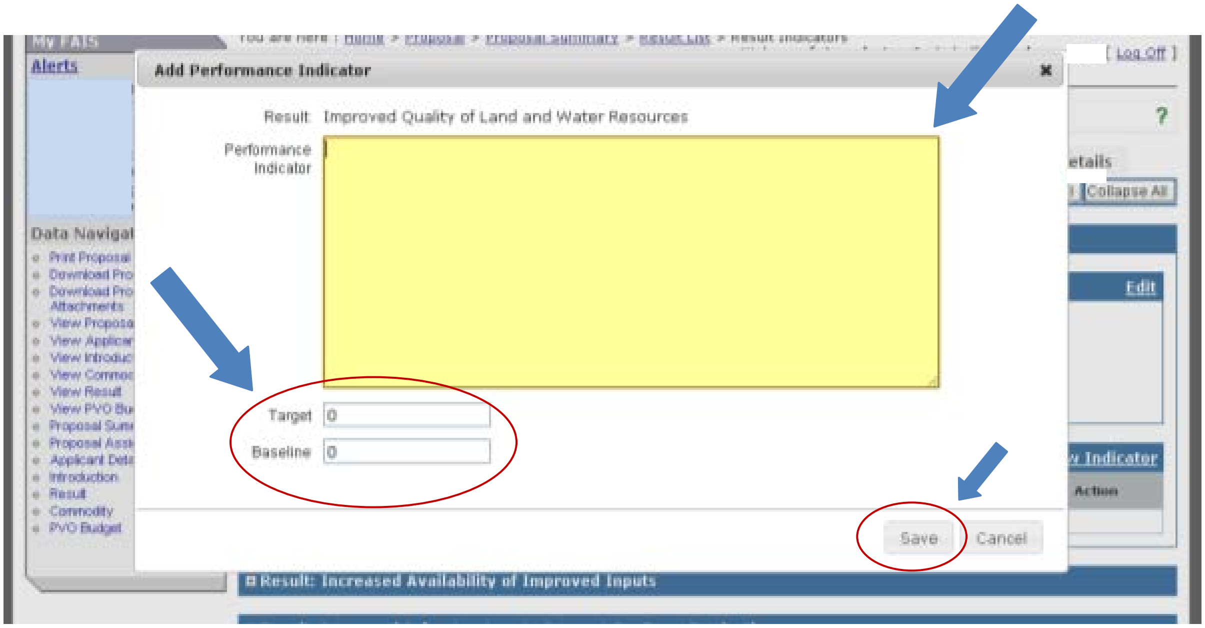
Enter the result description in the yellow box that appears in the pop-up box after you select edit. Once you enter the result description, click **Save**.



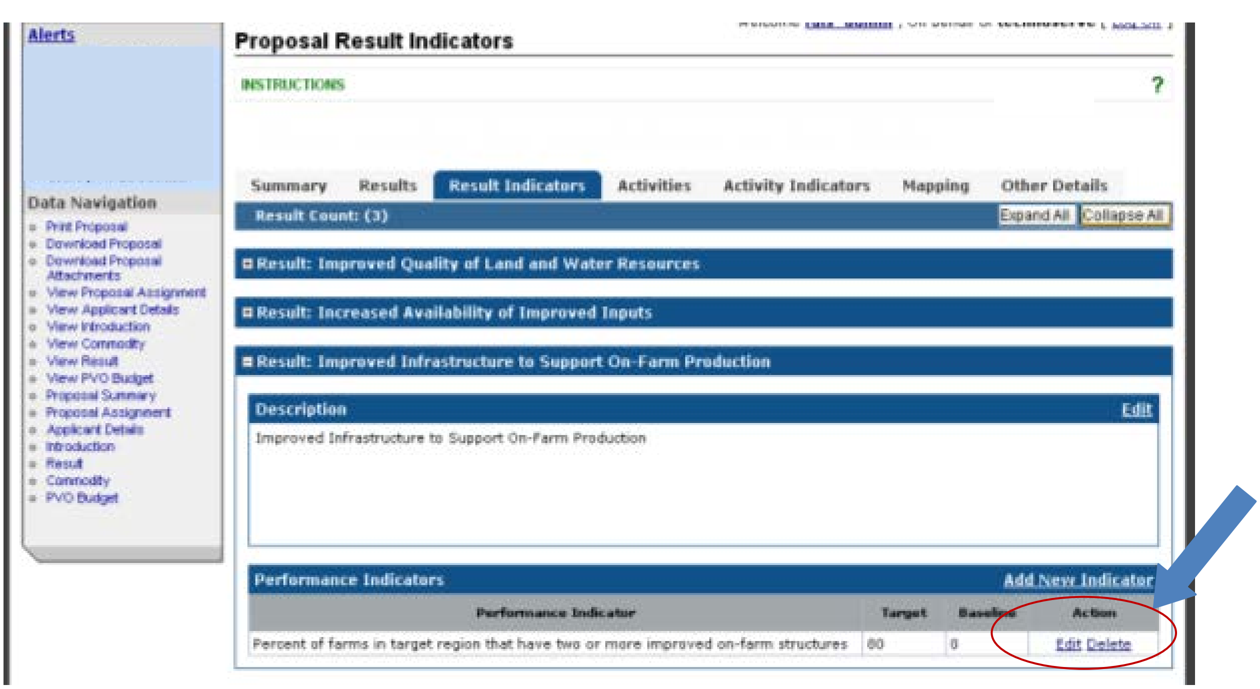
To enter performance indicators for the result, click on “add new indicator.” When selecting indicators for each result, please follow the guidance provided in Annex II of the FY2014 Proposal Guidance.



Enter the performance indicator information in the yellow box and the target and baseline information in the two boxes below the yellow box and click **Save**. Repeat this process for all results in the proposal.

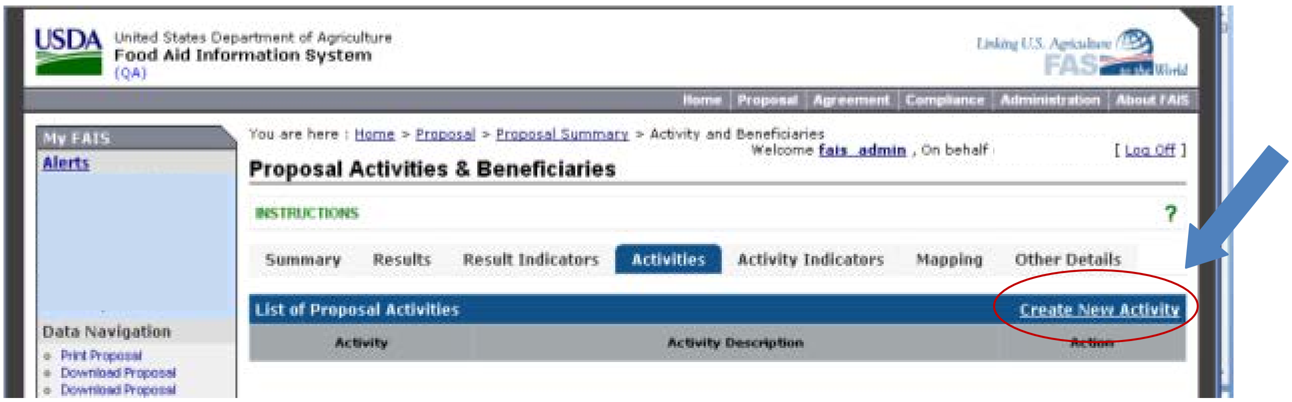


Once saved, the performance indicator will appear under the result with the target and baseline data. If you need to edit or delete a performance indicator for a result, please click “edit” or “delete” under Action next to the performance indicator.



The Activities Tab

To complete the Activities subsection, click the Activities tab at the top of the Results window. (See the screenshot below.) Under this tab, applicants need to enter the activities to be carried out in the proposed program. To begin completing the list of proposal activities, applicants should click "Create New Activity."

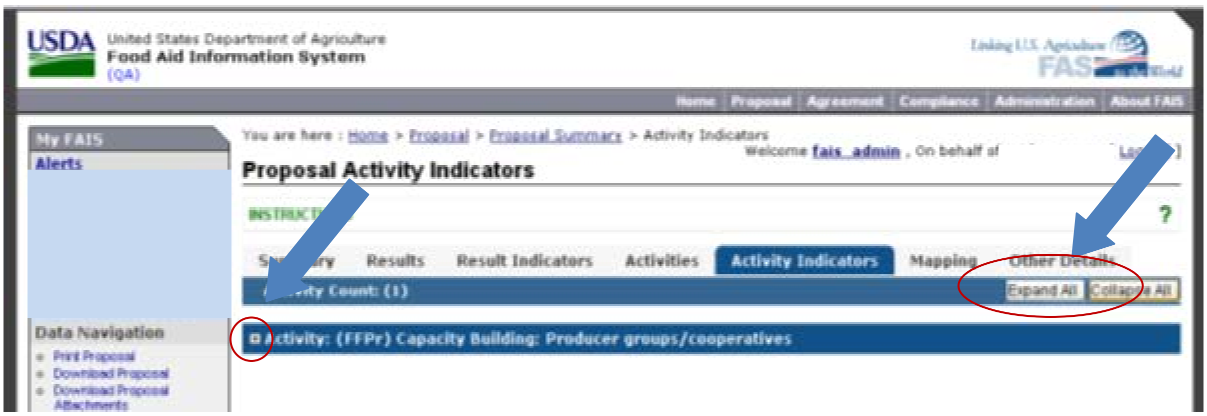


The applicant should select an activity from the "Activity" drop down box, which contains many common activities in USDA programs. However, if the drop down box does not contain the activity that you need, you can select "custom activity." In the "activity description" text box (where you will describe your activity in detail) be sure to include the title of the custom activity. A list of common activities in this drop down box is in the Proposal Guidance.

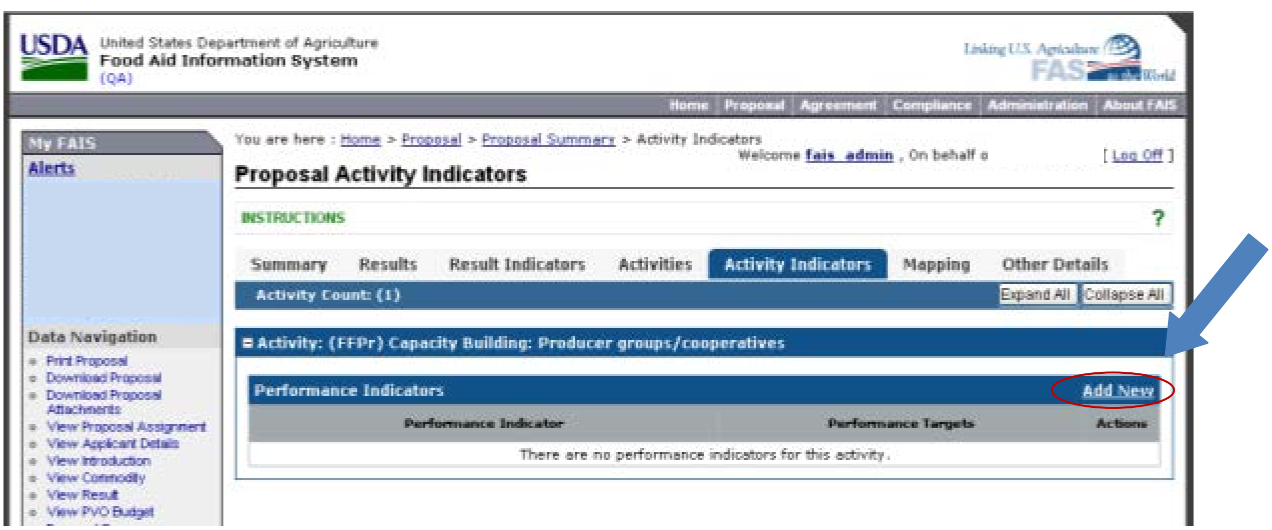
Once the applicant has described their activity in detail in this box, press the **Save** button, and the "List of Proposal Activities and Benerficiaries" table will automatically populate with this information. Repeat this process for all activities in the proposal.

The Activity Indicator Tab

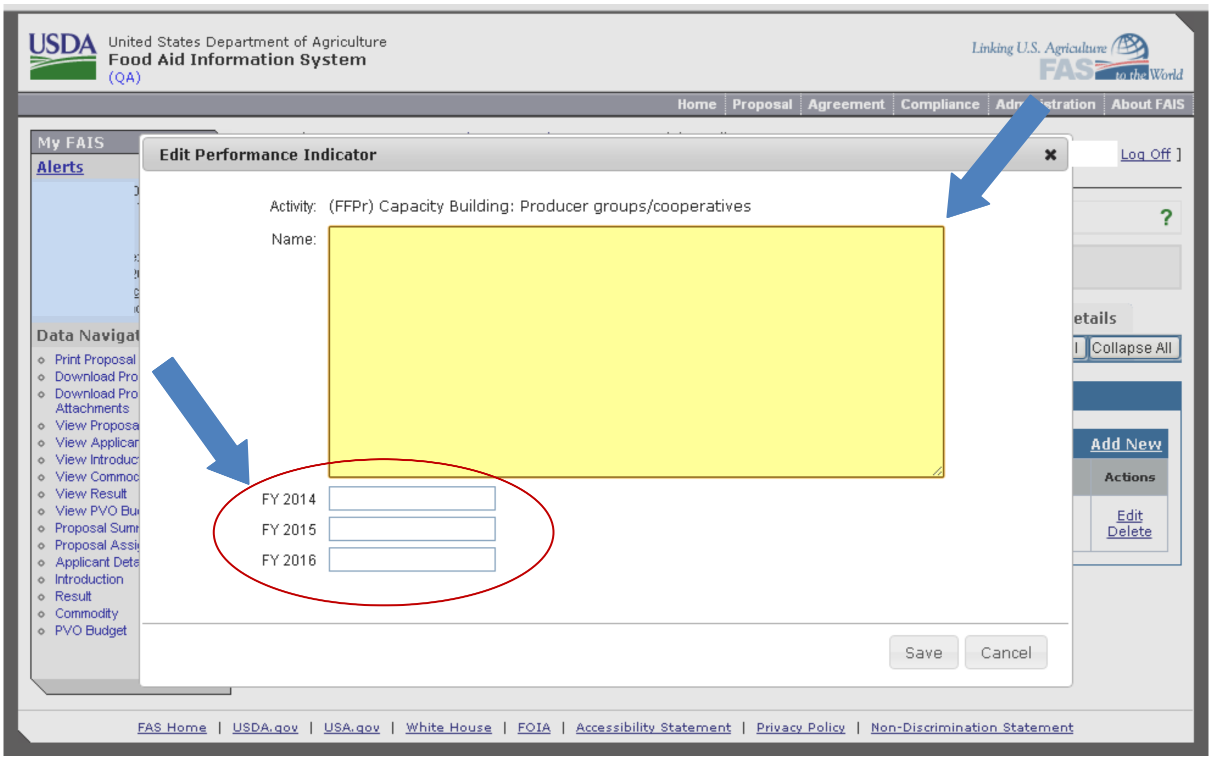
To enter activity indicators for a specific activity, click the “Activity Indicator” tab. All activities that were entered in the Activities tab should appear as a list in the Activity Indicator tab. To add performance indicators to a specific result, click the plus symbol next to the Activity title to expand the view. To expand all Activities, click on the “expand all” button.



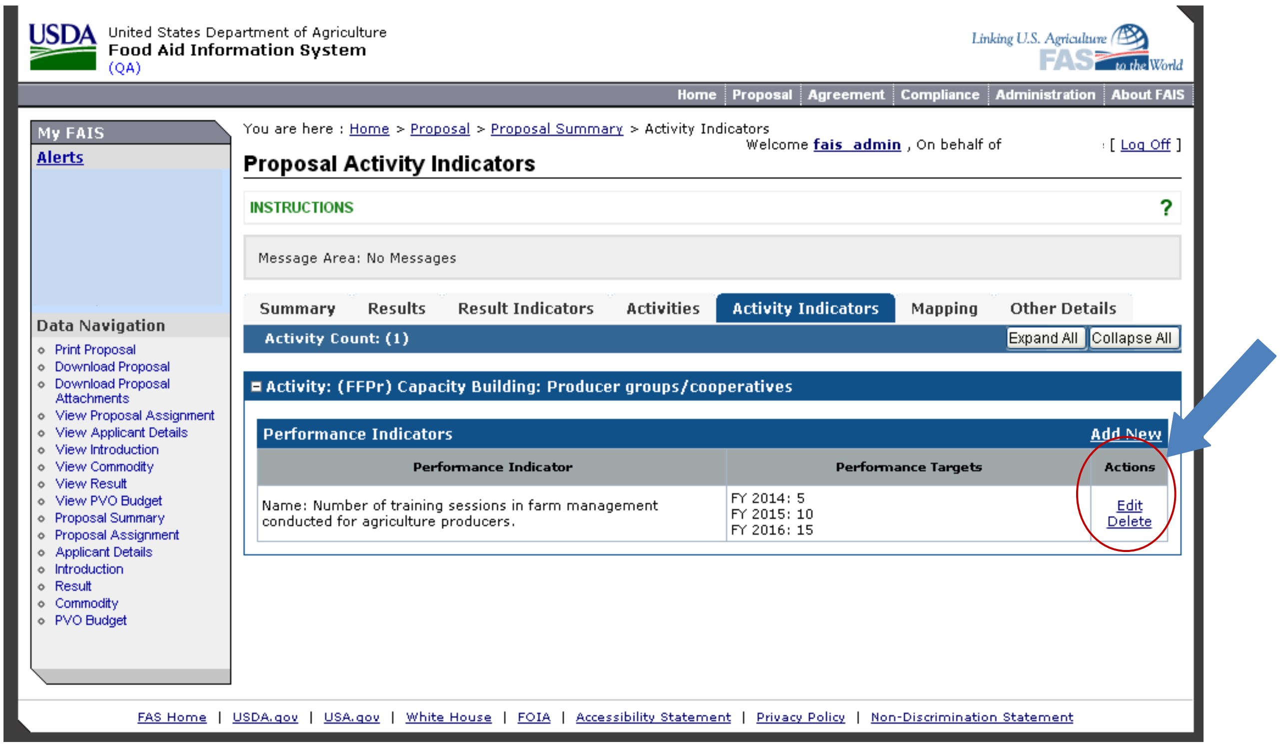
Once expanded, click “add new” to add a performance indicator to that activity.



Enter the Performance Indicator for that activity into the yellow box. The fiscal years for the program should be automatically populated based on the information entered in the Introduction Details section for the start and end dates of the project. Please enter the target performance numbers in the boxes for each fiscal year of the project. If an activity will not take place for a particular fiscal year, please enter zero as the performance indicator target. Once the performance indicator and targets are entered, click **Save**. Please see the FY2014 Proposal Guidance for additional guidance on performance indicators for activities.

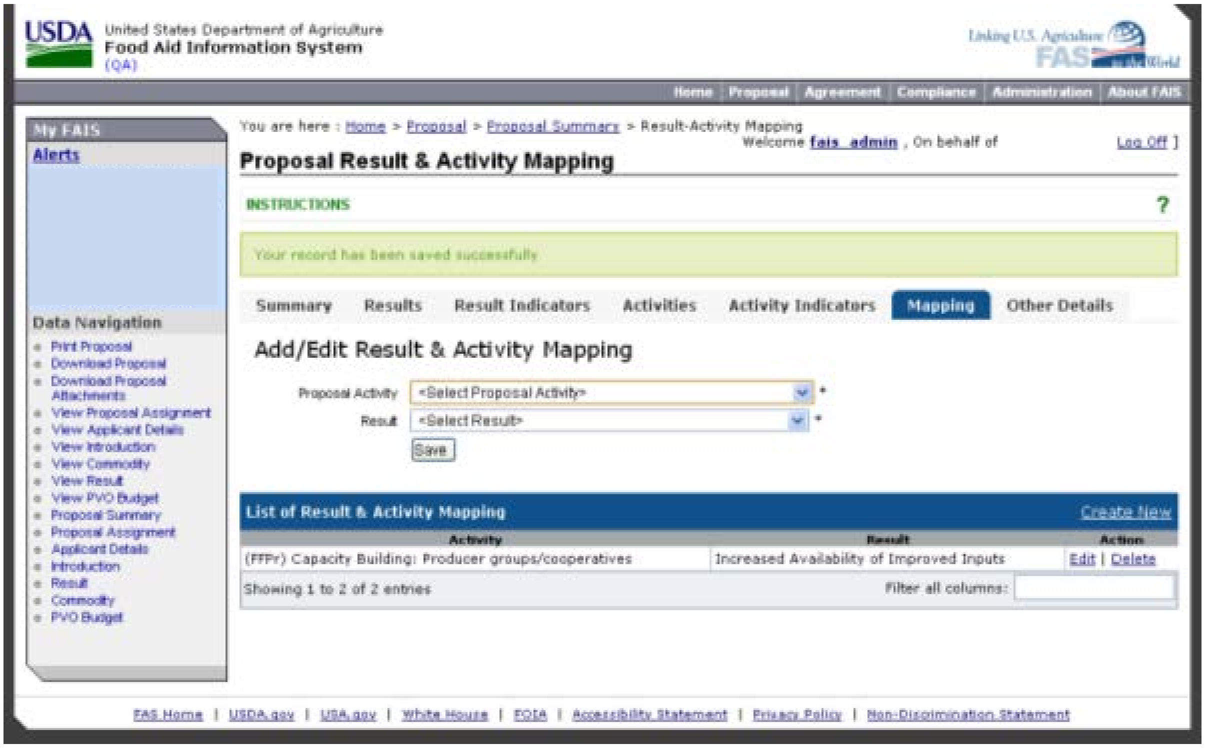


Once saved, the performance indicator and targets will appear under the individual activity. To edit or delete the information, click edit or delete under actions. To add additional indicators for the activity, select "Add New." Repeat this process for all activities in the proposal.



The Mapping Tab

To begin completing the Mapping subsection, click the “Mapping” tab at the top of the Results window. (See the screenshot below.) Under this tab, applicants will link the activities listed in the “Activities” subsection to the results listed in the “Results” subsection.

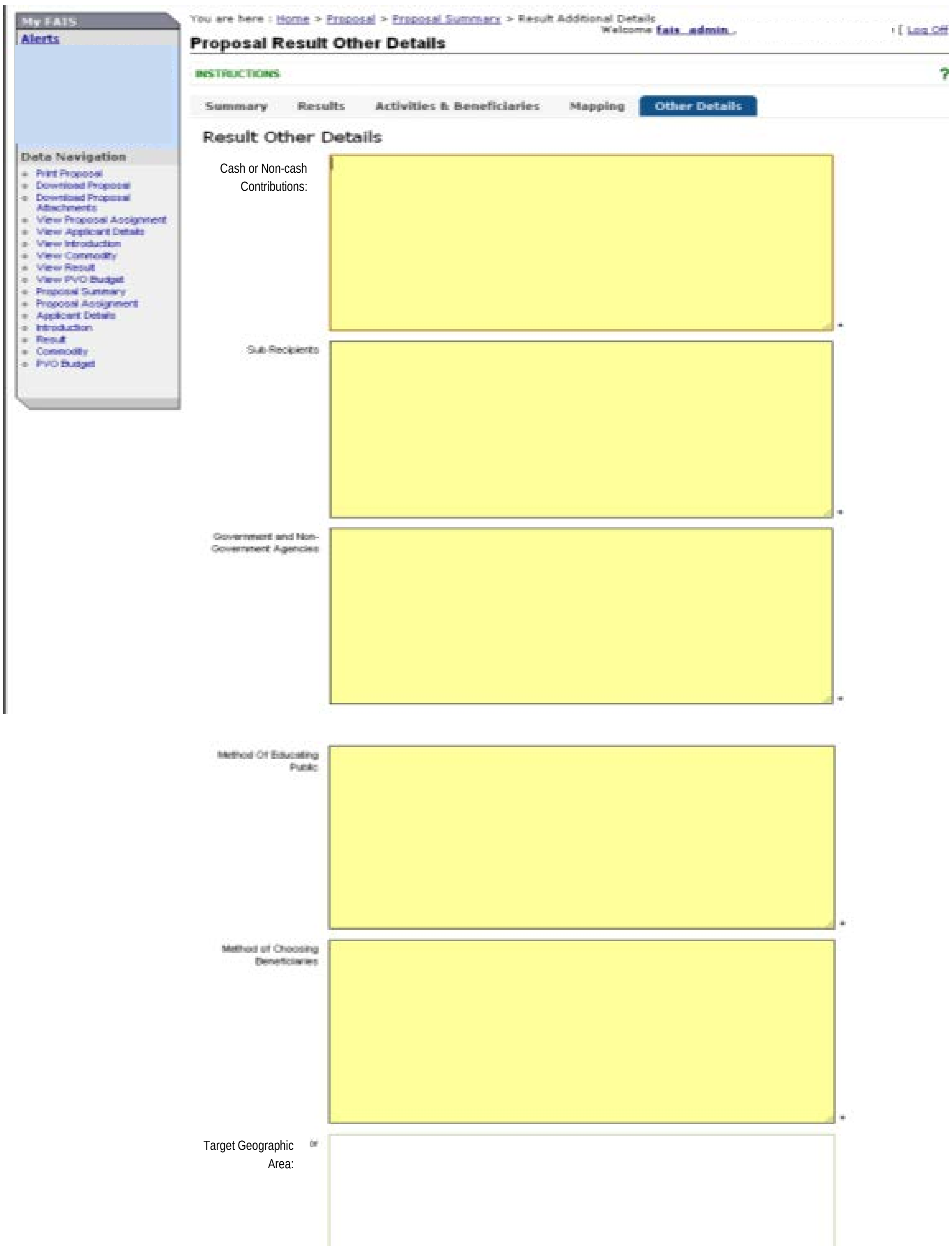


The “Proposal Activity” and “Result” dropdown boxes will preload with the activities and resultes entered in the Results and Activities subsections. Applicants should select and activity from the “Proposal Activity” dropdown menu and should select a result supported by this activity from the “Result” dropdown menu. After mapping an activity to a result, click save, and it will automatically populate in the “List of Results & Activity Mapping” table (pictured in the screenshot above).

Please note that you should map your activities only to the lowest level result you are seeking to affect. Do not link your activities to every result in the framework that it will affect. Additionally, please note that every activity must be mapped to at least one result.

The Other Details Tab

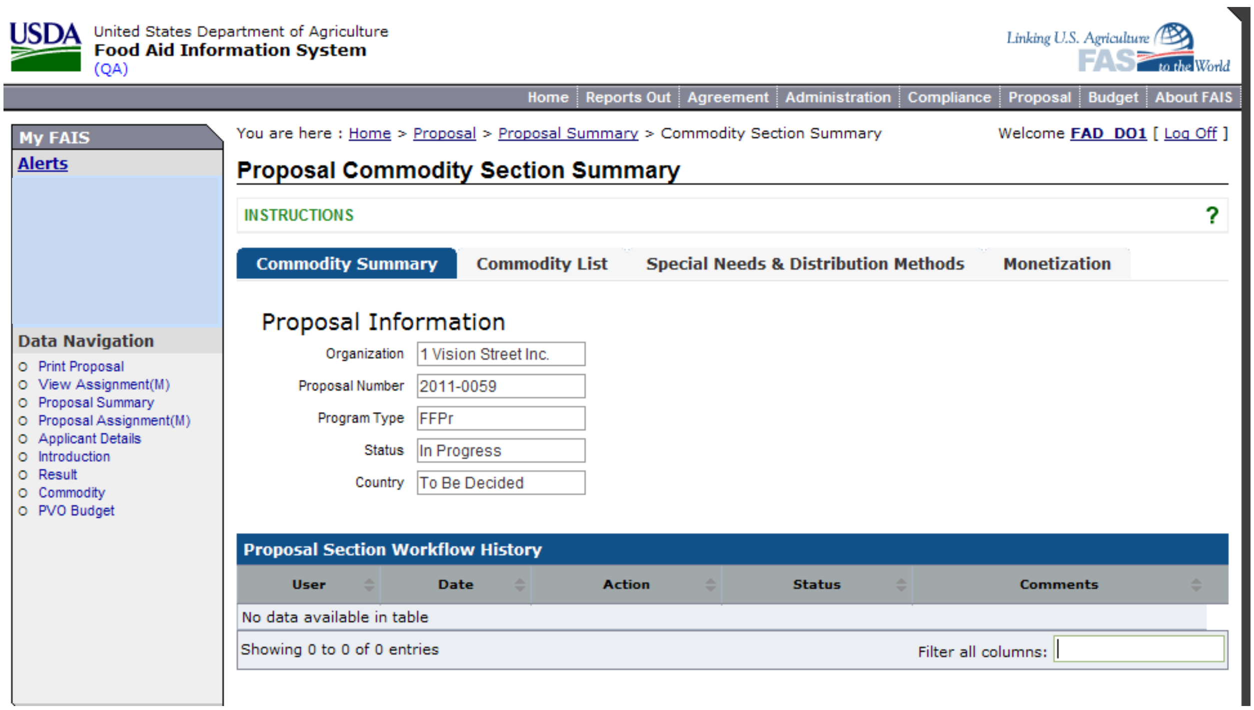
To begin completing the Other Details subsection, click the Other Details tab at the top of the Results window. (See the screenshot below.)



COMPLETING THE COMMODITY SECTION

In the Commodity Section, applicants enter the commodities requested as well as transportation, logistics, and monetization information (if applicable). (Please note that in FAIS, the Plan of Operation is now composed of the Result and Commodity Sections. For additional information on the Plan of Operations you may reference 7 CFR 1499.4 (d) for Food for Progress and 7 CFR 1599.4 (d) for McGovern-Dole Program.)

To enter information about proposed commodities, click the “Commodity” link on the gray “My FAIS” navigation pane. This will lead you to the Commodity section (see screenshot below), which is broken down into four subsections: Commodity Summary, Commodity List, Special Needs & Distribution Methods, and Monetization. Applicants can navigate among these subsections by using the tabs at the top of the window.

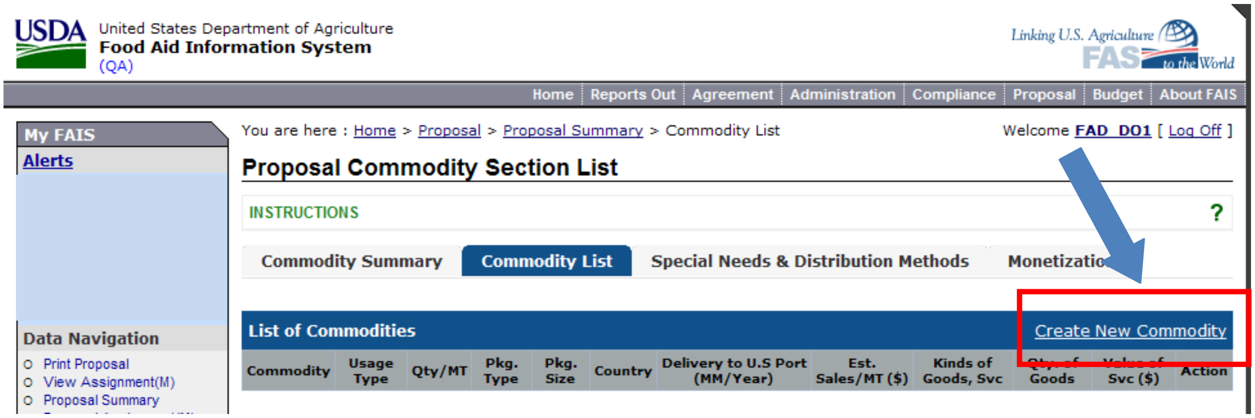


The Commodity Summary Tab

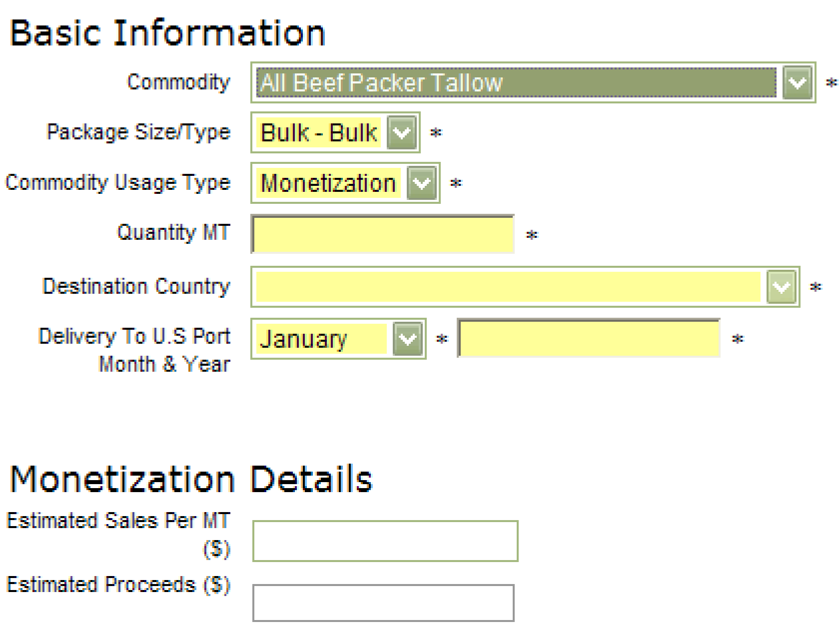
To view the Commodity Summary, click on the Commodity Summary tab on the top of the Commodity window. The commodity summary tab serves two purposes: it shows general proposal information and captures the workflow history for the commodity section (in the “Proposal Section Workflow History” table shown in the screenshot above). As applicants work on the commodity section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the Commodity Summary subsection.

The Commodity List Tab

Th Commodity List tab contains a "List of Commodities" table that applicants must populate. Applicants can add a new commodity and edit/delete added commodities. To add a new commodity to the table, select "create new commodity" (shown in the screenshot below).

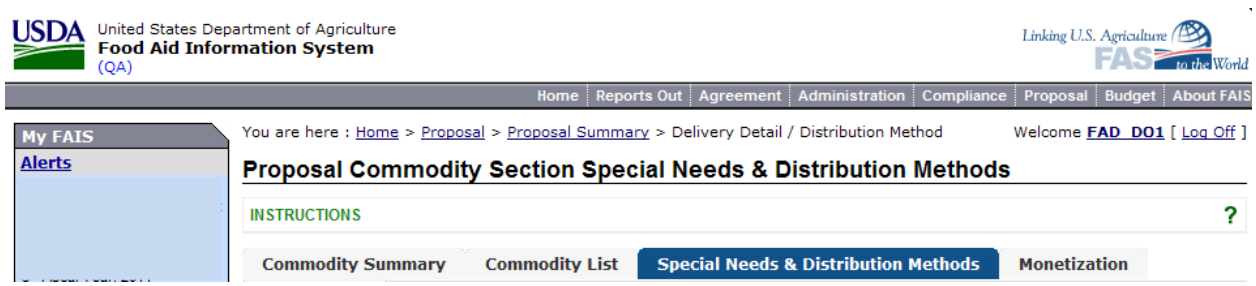


Once you select, "Create New Commodity" you will be led to a separate scree (see screenshot below), where you can select: (1) a commodity from the drop down list of available commodities, (2) the pack size and type, and (3) how the commodity will be used (i.e. monetization, barter, or direct distribution). Applicants should also enter the requested quantity, destination country, and the estimated delivery date in the available text boxes. If the commodity will be monetized or bartered, please complete the relevant optional text boxes.

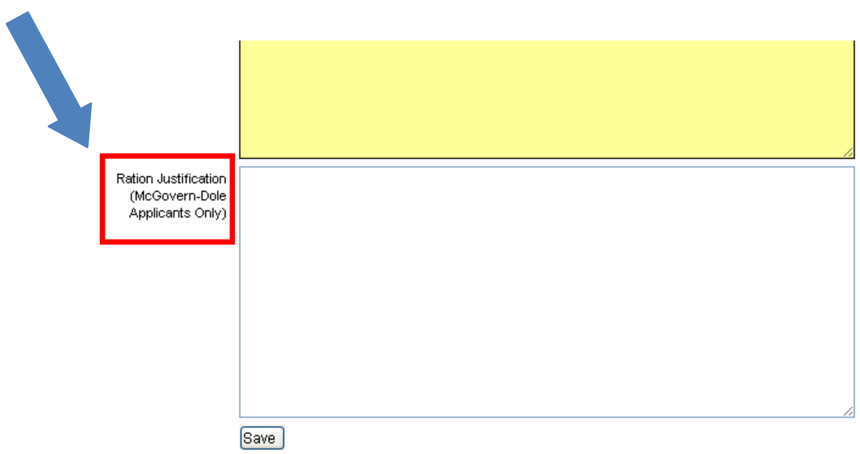


The Special Needs & Distribution Methods Tab

To complete the Special Needs & Distribution Methods subsection, click the Special Needs & Distribution Methods tab at the top of the Commodity window. (See the screenshot below.)



Under this tab, applicants need to complete five text boxes displayed in the window, including: Special Delivery, Commodity, Processing, or Packaging Needs; Description of Transportation and Storage and Logistics Plan; Duty Free Entry; Economic Impact; and Other Remarks/Ration Justification. (Please note that only boxes shaded yellow are required information; however, the ration justification box for McGovern-Dole is also required) Specific guidance on what to enter in these boxes is provided in the Proposal Guidance.



The Monetization Tab

To begin completing the Monetization subsection, click the Monetization tab at the top of the Commodity window. (See the screenshot below.) Please note that information under the Monetization tab is only required if you state that you will monetize requested commodities from the List of Commodities table in the Commodity List tab.

If applicants plan to monetize commodities, they must fill out the text boxes displayed in the window, including: Impact on Other Sales, Private Sector Participation in Sales of Commodity, Sales Proceeds Usage, and Assuring Receipt Procedures. (Only the boxes shaded yellow are required information. Boxes in this section will only be required if the applicant proposes to monetize requested commodities.)

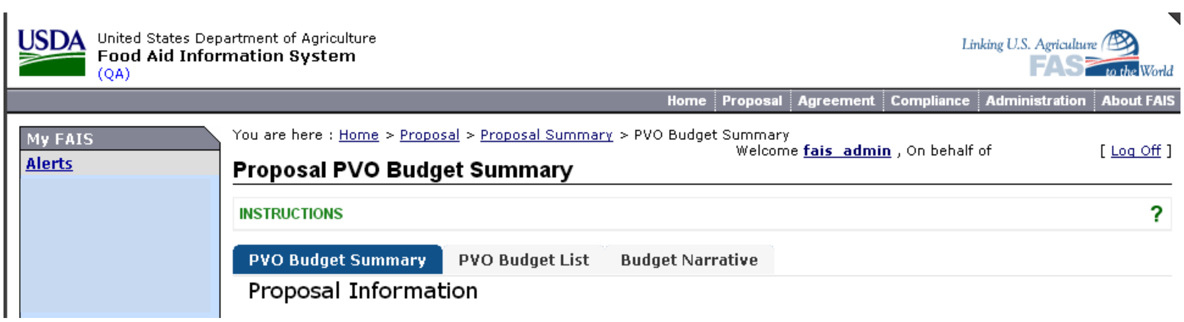
COMPLETING A PROGRAM BUDGET

The last section of the proposal is the "PVO Budget" section. In FY2014, a full budget submission is required for all proposals. (Note that this guide provides instructions for Private Voluntary Organizations to enter a budget. There is a different entry screen for the World Food Program (WFP), which will only appear for users registered as part of WFP.) All expenses must be accounted for as either administrative expenses or activity expenses (for more information, please see the budget section of this guide).

To enter the proposal's program budget, click the "PVO Budget" link on the gray "My FAIS" navigation pane. This will lead you to the PVO Budget section (see screenshot below), which is broken down into two subsections: PVO Budget Summary and PVO Budget List. Applicants can navigate among these subsections by using the tabs at the top of the window.

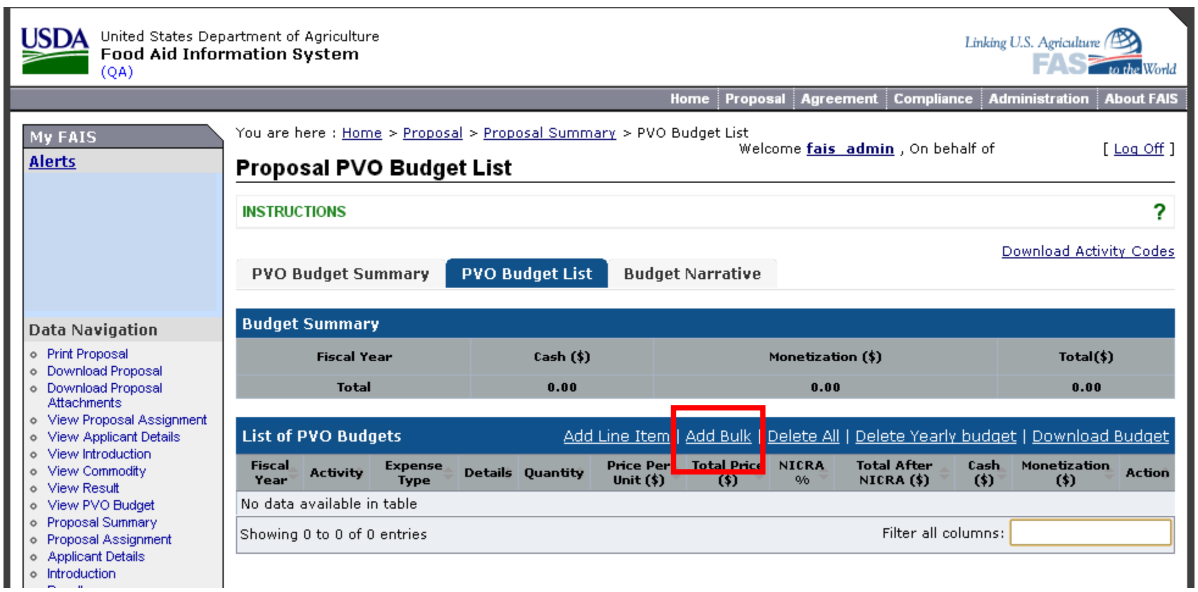
The PVO Budget Summary Tab

To view the PVO Budget Summary, click on the PVO Budget Summary tab on the top of the PVO Budget window. The PVO budget summary tab serves two purposes: it shows general proposal information that is automatically populated and captures the workflow history for the PVO Budget section (in the "Proposal Section Workflow History" table shown in the screenshot below). As applicants work on the PVO Budget section, the workflow history will automatically populate. Please note that it is not necessary for applicants to enter any information in the PVO Budget Summary subsection.



The PVO Budget List Tab

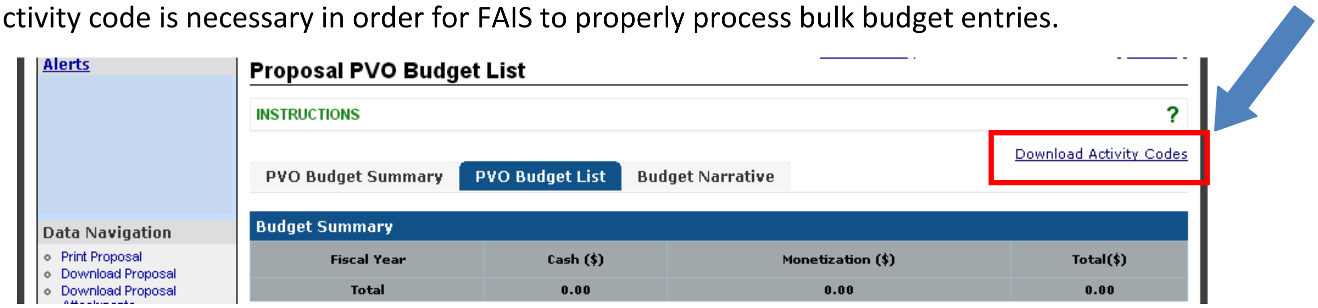
To begin completing the PVO Budget List subsection, click the PVO Budget List tab at the top of the PVO Budget window. (See the screenshot below.) To add a budget item one line at a time, click “Add Line Item.” To add bulk budget lines, 100 lines or less at a time, click “Add Bulk” as noted in the red box below. To delete the entire budget, click “Delete All.” To delete the budget items for one activity, click “Delete Yearly Budgets.” For FY 2014, PVOs have the option of working on their budgets in Excel and copying and pasting the data into FAIS. To do this, you must use the template provided by FAIS and cannot change the order of the columns, delete columns, or add columns. You can, however, add rows for calculations or do calculations in the margins of the template.

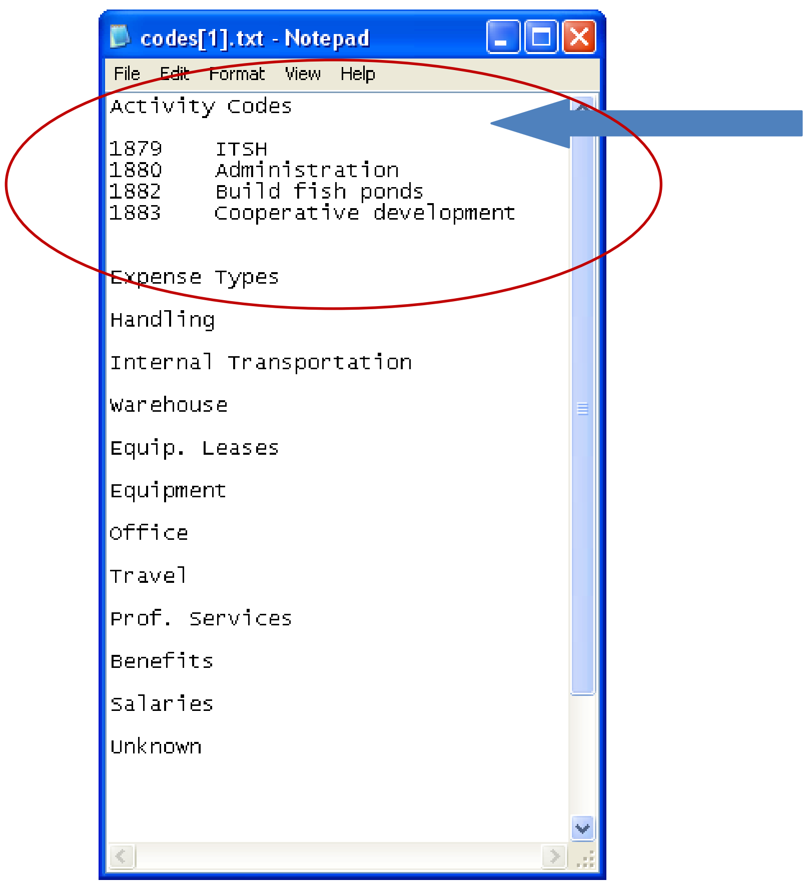


Adding Bulk Budget Lines: Downloading Activity Codes

FAIS will pop-up a window in Notepad containing the activity codes. ITSH and Administration also have codes that need to be entered when adding an expense of this type. The “codes” document will also remind you of the expense types that FAIS allows and the locations (HQ and the Field) that FAIS accepts.

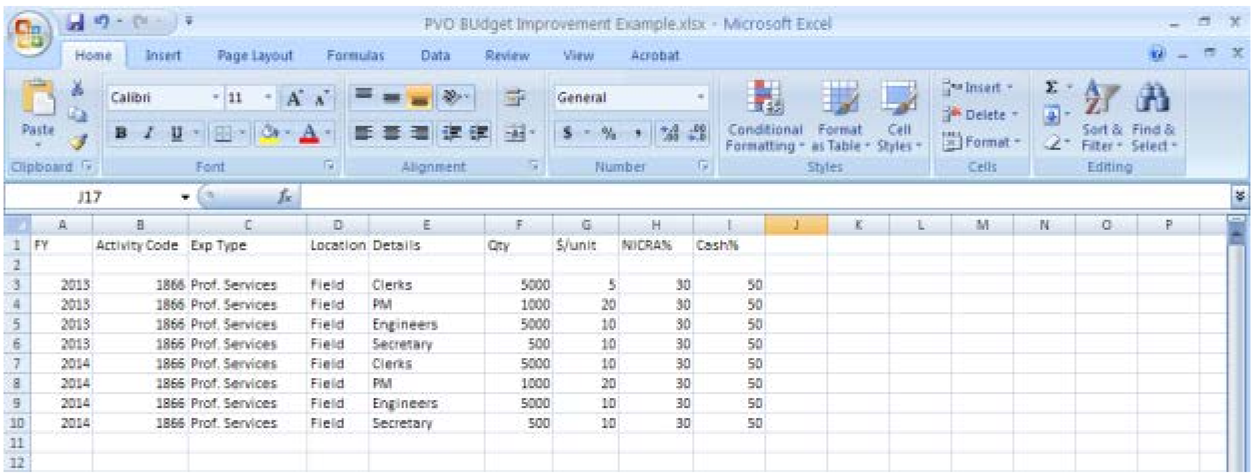
To begin using an Excel spreadsheet to complete your budget, click “download activity codes.” FAIS will generate an activity code for all activities that have been added to the proposal. An activity code is necessary in order for FAIS to properly process bulk budget entries.



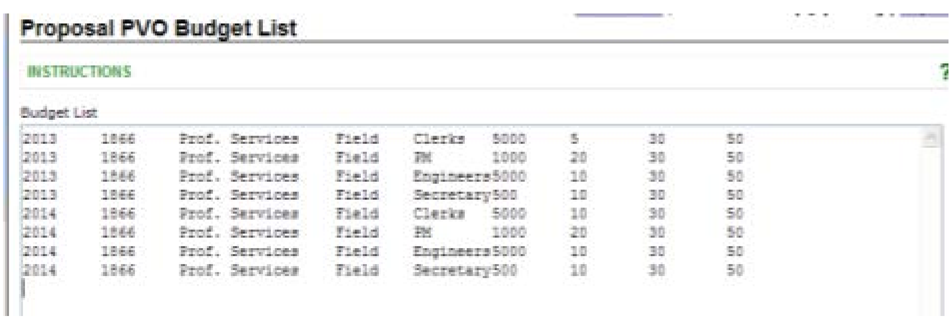


Adding Bulk Budget Lines: Compiling Budget in Excel and FAIS

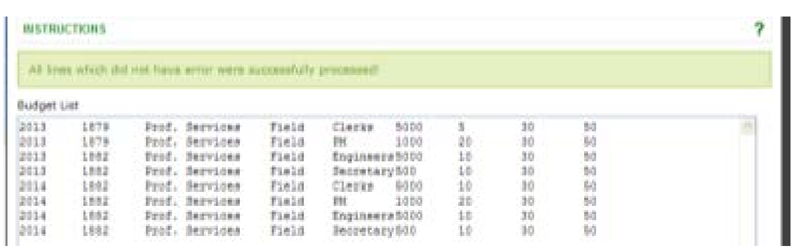
To begin compiling a budget in Excel, open the template (provided with the proposal templates on the FAS website) and begin adding data budget line items. Add the activity codes provided in the Notebook pop-up in column B (for more information on the budget information, please see the budget section of this guidance). Please don't add commas of change the format of the columns in any way. Also don't add columns or delete columns within the template block.



To add budget line items generated in Excel to FAIS, click "Add Bulk" (see previous page for screen shot). Copy just the budget line items, headings are not necessary, and paste them into the box called below called "budget list." Please only paste 100 line items or less to ensure FAIS does not time out when processing the lines. Click "save" when you have pasted the 100 lines or less.

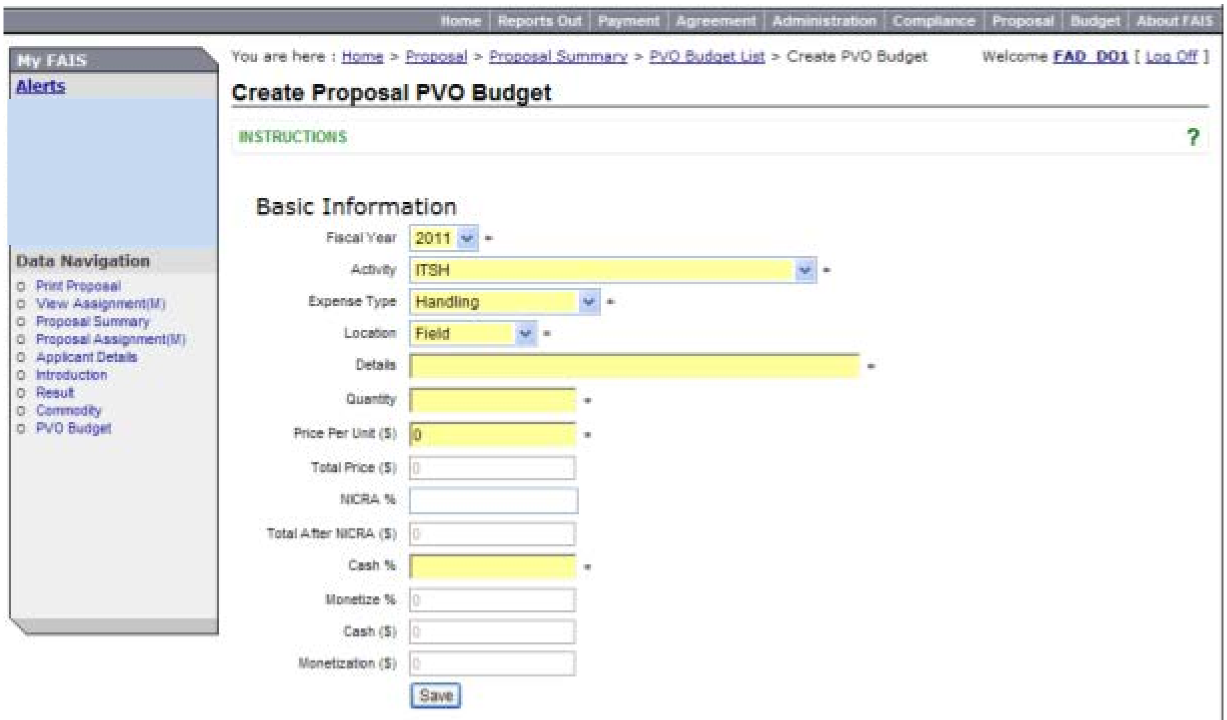


If any lines had an error, FAIS will list them in red at the top of the screen. If there are no errors, FAIS will display the message below indicating all lines have been processed. Click "back to budget list" to see the added budget lines.



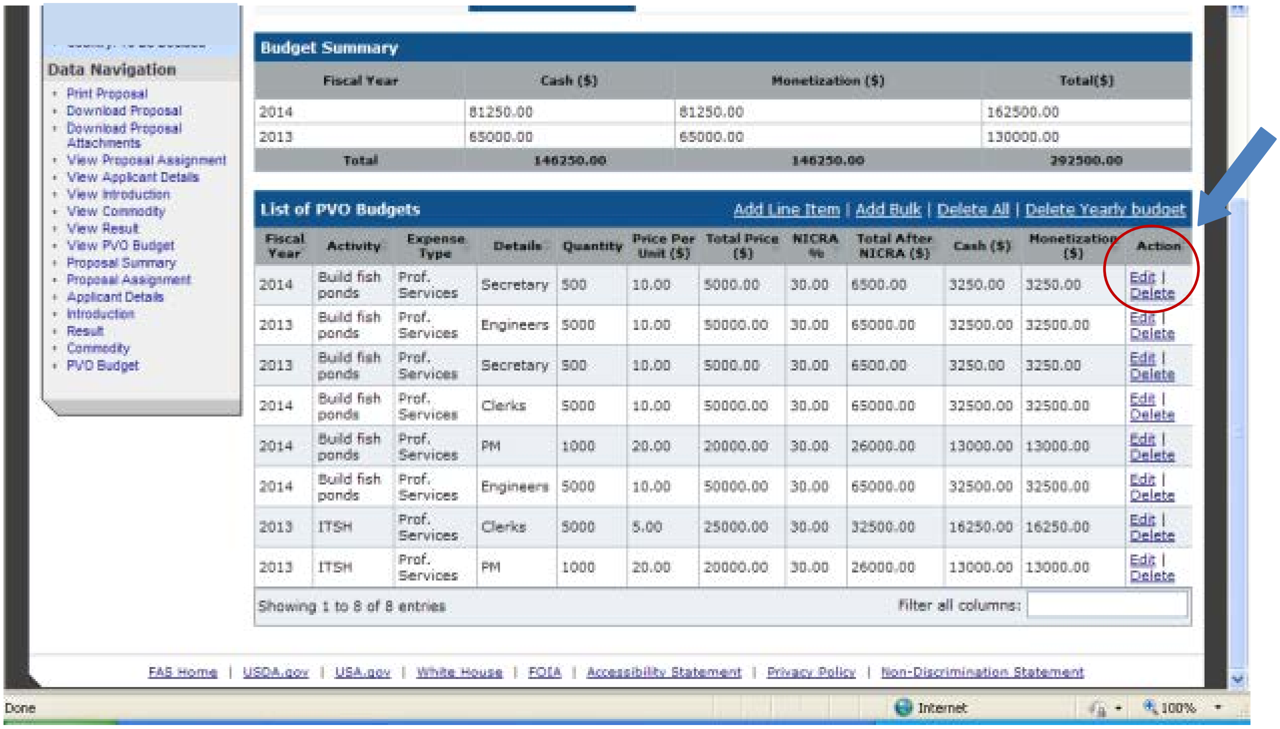
Adding Single Line Budget Entries

To create a single budget line item, click "Add line item" and add the details shown below.



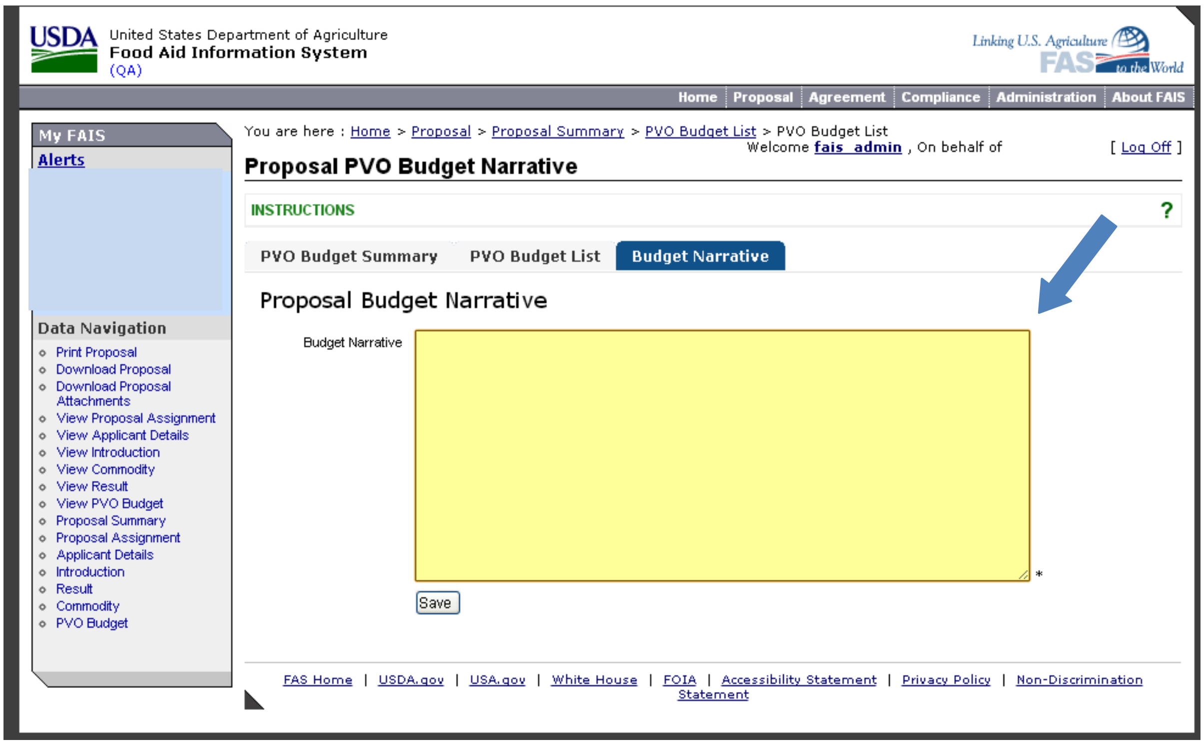
Editing Budget Entries

To edit lines after they have been added to FAIS, click “edit” and to delete a line, click “delete.”



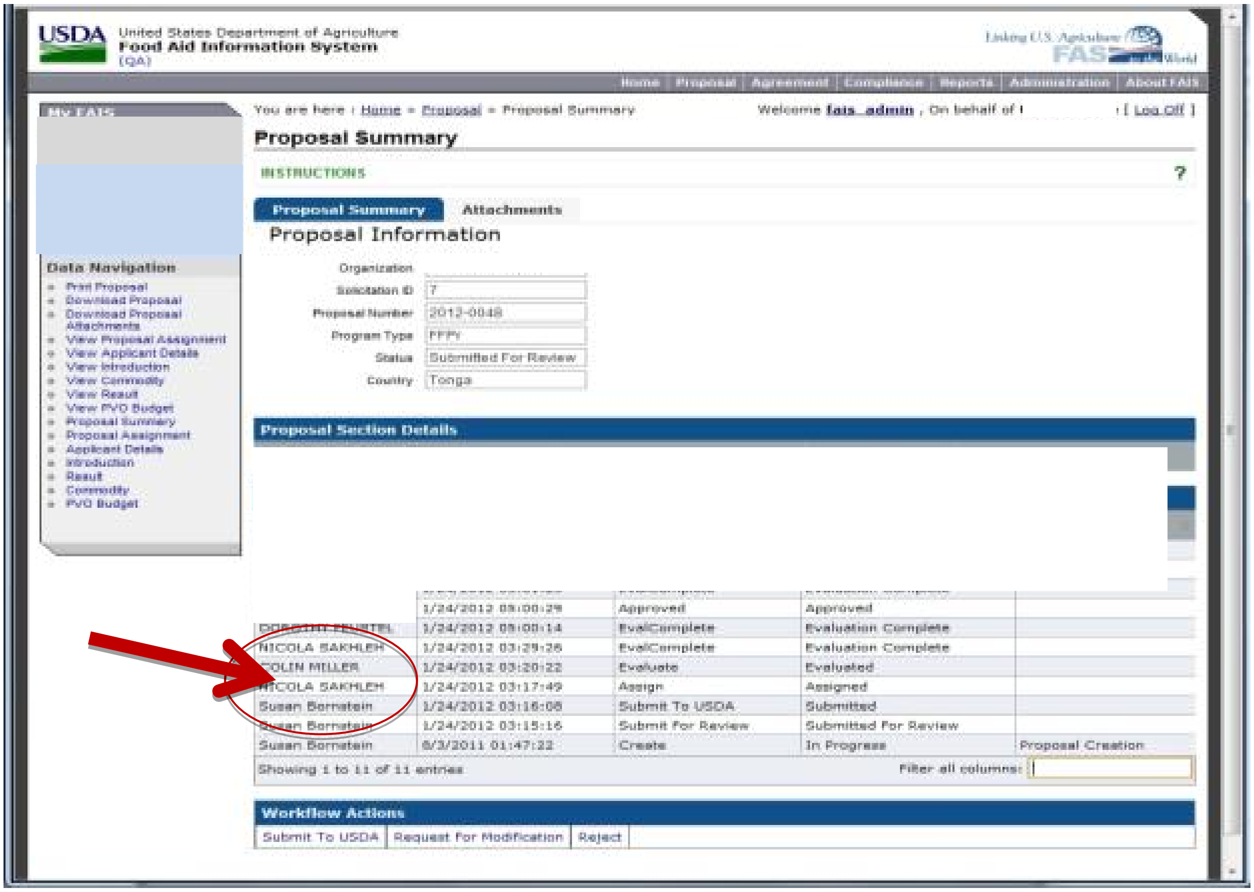
The PVO Budget Narrative Tab

All proposals require a budget narrative and justification. To enter this information, click on the Budget Narrative Tab. The budget justification should be entered in the yellow box under the Budget Narrative tab. Click save to add the entered text to the Budget Narrative section of the proposal. If edits need to be made, those edits can be made directly in the text of the box. Edits will override the previously entered text once saved. For information on what to include in the Budget Narrative, please refer to the FY14 Proposal Guidance document.



SUBMITTING PROPOSALS IN FAIS

To submit your proposal to USDA all sections must be complete and submitted to the PP Director for review. Once all sections have been "Submitted for Review" to the PP Director, they can then select "Submit to USDA."



CHECKLIST FOR SUBMITTING PROPOSALS IN FAIS

Proposal Summary Section

- ❑ Project Level Frameworks Attached
- ❑ Performance Monitoring Plan Attached
- ❑ Evaluation Plan Attached
- ❑ Past Performance Records Attached
- ❑ CV of proposed Chief of Party or Project Director Attached
- ❑ NICRA Attached
- ❑ Most Recent Audited Financial Statement Attached
- ❑ SF-424 Attached
- ❑ AD-3030 Attached
- ❑ Letters of Support Attached (Not Required)

Introduction and Strategic Analysis Section

- ❑ All required boxes are filled in for country, project dates, etc.
- ❑ Introduction box includes descriptions based on Proposal Guidance for the following areas:
    - ❑ One paragraph summary of proposed project
    - ❑ In-Country Registration Status
    - ❑ Organizational Capability
    - ❑ FFP Only: Lasting Impact
    - ❑ MGD only: Local Capacity Building
    - ❑ MGD only: Commitment to Education
    - ❑ MGD only: Graduation and Sustainability
- ❑ Introduction box includes Strategic Analysis
- ❑ Completed Program Administration Tab

Results Section

Results Tab

- ❑ Each result depicted on the proposal's Project Level Framework has a Result listed in FAIS

Results Indicator Tab

- ❑ Each result listed in FAIS has at least one performance indicator and target
- ❑ Each result listed has a result description

Activities Tab

- ❑ Each activity listed has an activity description

Activities Indicator Tab

- ❑ Each activity has an output indicator with targets for each year of the project
- ❑ Each activity has an output indicator that reflects the number of beneficiaries benefitting from that activity

Mapping Tab

- ❑ All activities are mapped to at least one result

Other Details Tab

- ❑ Cash and Non-Cash Contributions section completed
- ❑ Sub-recipients section completed
- ❑ Government and Non-Government Agencies section completed
- ❑ Method of Choosing Beneficiaries section completed
- ❑ Method of Educating Beneficiaries section completed
- ❑ Target Geographic Area section completed

Commodity Section

Commodity Tab

- ❑ All proposed commodities are selected including basic information and monetization or barter details if applicable

Special Needs & Distribution Methods

- ❑ Transportation and Storage section completed
- ❑ Processing and Packaging section completed
- ❑ Duty Free Entry section completed
- ❑ Economic Impact section completed
- ❑ Other Remarks section completed and includes program specific information requested in guidance

Monetization Tab (if applicable)

- ❑ Impact on Other Sales section completed
- ❑ Private Sector Participation in Sale of Commodity section completed
- ❑ Sales Proceed Usage Activity Implementation section completed
- ❑ Assuring Receipt Procedures section completed
- ❑ Expected Interest Earned section completed

PVO Budget Section

- ❑ Complete project budget uploaded or entered per Proposal Guidance
- ❑ Budget narrative completed